

MU Extension Human Resources Compensation Emergency Closure Policy

Summary:

Under certain unusual and emergency circumstances, MU Extension operations may experience emergency closure. The follow policy applies to MU Extension employees whose offices are not located on or near the Columbia campus, and where closure of the Extension office may be required due to an emergency (i.e. tornado in Joplin).

MU Extension employees whose offices are located on or near the Columbia campus should follow the HR policy and procedures designated for MU campus closures. Visit HR-217 for more information at <http://www.umsystem.edu/ums/rules/hrm/hr200/hr217>.

Authority

Administrative directors (regional directors, program directors and continuing education directors) who have employees located in offices outside of the Columbia area shall exercise discretion regarding when to close operations. Indications that the local conditions may be severe enough to merit closing operations and implementing administrative leave may include a combination of some or all of the following factors:

- the county courthouse being closed,
- numerous private businesses and/or major employers being closed,
- colleges and universities in the area closing their campuses, and
- MoDOT “no travel advisory” or significant roads closed to all traffic for a period of time.

Administrative directors, in consultation with local director (i.e. CPD, FNEP Project Director, SBTDC, TAAC, PTAC Center Directors, etc.) will review the local county policies if applicable, have the authority to approve closing operations and administrative leave. In addition, administrative directors have the authority to approve situationally critical employees who may be required to work during emergency closures, and whom will receive premium pay (time and a half) for hours worked. Situationally critical employees may differ, depending on the nature of the situation.

In all cases, discretion of local situations shall be high priority regarding closing operations, administering paid leave and approving situationally critical employees.

Communication

Administrative directors shall inform MU Extension’s Vice Chancellor, Associate Vice Chancellor, and Human Resources Director in a timely fashion regarding approved emergency closures, administrative leave, and situationally critical employees. Failure to inform them in a timely manner may delay appropriate pay procedures to be implemented.

See: MU Extension emergency closure procedures for processing administrative pay and situationally critical premium pay.