FAQs for University Emergency Closures

How can I be notified for UC closures?
UC closures can be found on your local news station or website. UC also offers the ability to sign up to receive emergency text messages for all staff and students. You can sign up for emergency alerts at https://getrave.com/login/uc. Begin by clicking “register.”

Who is essential?
- Directors
- Assistant Directors
- Associate Directors
- AQT II - (HVAC/AM)
- BMS I, II, III (HVAC/AM/Electrical)
- Electrician I and II
- Emergency Maintenance (includes Housing)
- Facility Automation System Engineers - All
- Grounds, Moving and Transportation Employees
- Housekeeping Coordinators
- Housekeeping Supervisors
- Plumbers
- Building Trades Foreman (plumbers)
- Utility Plant Personnel
- Work Control

What should I do if there is a closure and I am at home?
Pay attention to the times in which the university will be officially closed, this includes the beginning and end time of the closure. If the university announcement states that the university is closed from midnight until 6am and you are scheduled to begin work at 10pm, it is assumed that all employees will report to work from 10pm until midnight. Please contact your supervisor if unsure if you are essential or unessential. Please contact your supervisor if you are unsure of when you need to come to work. If you cannot make it into work when you are essential or when the university is still open it is the responsibility of the employee to call the call in line and their supervisor (normal time off work policy applies).

What should I do if there is a closure and I am at work?
Check with your supervisor if you are to be deemed an essential worker for the closure. All non-essential employee are able to leave and receive straight time pay for the duration of the university closure. Non-essential employees who report to work will not be allowed to work, unless deemed essential by a manager, based on needs, with the approval of the AVP for Facilities or the Director of the area. All non-essential hourly employees, who report to work without being told to and have not been deemed essential by their supervisor, will receive regular pay.
When should I report to work as non-essential employee work if the closing announcement does not offer specific times?
Should UC close early or for an entire day, the re-open time for Utilities and Facilities Personnel, will be as specified in the closing announcement, or if not indicated in the closing announcement it will be determined by AVP of Facilities.

What if I am non-essential and cannot come into work during open hours before or after the closing?
Normal time off work policy applies. Employees requesting to leave work earlier than the scheduled closing time must have the approval of their supervisor and must charge the additional hours of absence to accrued compensatory time, accrued vacation time, or leave without pay, in that order.

What if I am essential but cannot make it into work?
If you cannot make it into work it is the responsibility of the employee to call the call in line and contact their supervisor.

Will I receive extra pay?
Those employees that are essential or deemed essential and report to work will be paid at 2x their normal rate of pay.