	MEDICAL CENTER LIBRARIES AND TECHNOLOGIES POLICY	APPROVED BY: SR. LEADERSHIP TEAM 12/8/2003
	SECTION: STAFF	DATE: REVIEWED BY ADMINISTRATOR 2/1/2011
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University Policy 115 states:

“It is the policy of the University to remain open and continue essential functions during severe weather conditions and other emergency, transportation or utility problems, or similar interruptions.”

Further:

“Depending on the requirements of their departments, University employees will be placed in one of two work categories for days in which severe weather conditions and other emergencies have been declared by University authorities.”

Category 1 Employees in this category are required to perform essential functions and are therefore expected to make every reasonable and safe effort to report for scheduled work in a timely manner.

Category 2 Employees in this category, whose tasks can be delayed without significant consequences and are considered less critical than those that are essential, are not expected to report to work when a University declared severe weather condition and/or other emergency exists.

Medical Center Libraries and Technologies staff are **Category 2** employees.


Staff are responsible for reading and becoming familiar with the full Human Resources policies, accessible via the web at:

<http://www.rochester.edu/working/hr/policies>

University Telephone Bulletins (cancellations and special events)

Calling from a University telephone: 5-6111
 Calling from outside the University: 275-6111

This information line provides up-to-the-minute information about important changes in schedules, recorded instructions, or advice for faculty, staff, and students 24 hours a day, including changes in the University service schedules caused by severe weather. Staff should call this number to keep abreast of University decisions regarding curtailment of services.

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Procedures

If the University is closed or declares a curtailment of services *before the start of the work day*:

- ◆ the MCL&T Director will activate the Emergency Call Tree, to ensure that each staff member receives information about not reporting for work;
- ◆ guidelines in University of Rochester Policy 321 will govern payroll reporting.

If the University closes or declares a curtailment of services *during the work day*:

- ◆ the MCL&T Director will disseminate the information to department heads, who will ensure that each staff member in his or her department receives information about early departure;
- ◆ *and* the Director is absent, the Administrator, in consultation with the Senior Leadership Team, shall initiate the above action;
- ◆ guidelines in University of Rochester Policy 321 will govern payroll reporting.

Emergency Call Tree

The MCL&T Administrator will maintain the Call Tree. Annually, or any time there are significant changes, the administrator will provide a copy of the Call Tree to: 1) MCL&T Senior Leadership; 2) Health Sciences Divisional Office; 3) Medical Center Security.

References

University of Rochester Policy #115, “Procedures for Attendance That May Be Affected by Severe Weather Conditions and Other Emergencies” www.rochester.edu/working/hr/policies/pdfpolicies/115.pdf

University of Rochester Policy #321, “Absence for Emergency Reasons” www.rochester.edu/working/hr/policies/pdfpolicies/321.pdf

History

- 12/03 Approved by MCL&T Senior Leadership Team
- 02/08 Reviewed by Administrator
- 02/11 Reviewed by Administrator