

Northern Illinois University – Division of Student Affairs

**SUBJECT:** Division of Student Affairs' University Closings & Essential Services

**ISSUED TO:** All Staff in the Division of Student Affairs

**ISSUED DATE:** January 28, 2009

**APPROVED BY:** Brian O. Hemphill, Vice President for Student Affairs

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### **Policy**

During a university closing, the Division of Student Affairs operates on the fundamental principle that we must provide services for the Northern Illinois University Community and that we must do so without compromising the safety of our staff. The type of university closing will guide the Division in determining which departments will be required to maintain services. The Vice President for Student Affairs Office remains open under all types of closings. Generally, when the semester is in session, the departments that are required to be open during university closings are Health Services and Housing & Dining. Other departments whose services may be required, depending on the circumstances, include, but are not limited to, Counseling & Student Development Center and Recreation Services.

The designation of *essential staff* may vary according to the nature of the emergency closing. Such designations will be part of the Division's and Department's university closings plan and will be communicated promptly to *essential staff* when a university closing is declared. All staff designated as essential will be expected to report for work or remain at work unless specifically excused by their supervisors. Unless specifically authorized by the Vice President for Student Affairs or designee, staffing in departments that are designated as essential services takes priority over other staffing needs within the Division.

This policy does not supersede the University Closings Policy. For complete information regarding the University Closings Policy, see the *Business Procedure Manual*, Procedure No. 7-23.

### **Procedures**

1. Departments and staff designated as essential will be required to report to or remain at work under all types of university closings.
2. The Vice President for Student Affairs or designee has the authority to identify and designate any Student Affairs departments and staff as essential during any university closing.
3. Departments that are generally not designated as essential are required to develop a written procedure for suspending operations during a university closing, e.g., departmental phone message or forwarding, communication with staff regarding departmental closing, etc.

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4. Departments that may be designated as essential are required to develop a University Closing Plan that addresses potential modifications to normal operating procedures. The plan will include, but will not be limited to, the following sections:
  - a. Communication
    - Notification of staff regarding essential duty requirement
    - Procedure for staff to notify supervisor of inability to report for essential duty
  - b. Staffing
  - c. Scope of service
  - d. Federal, State, and University compliance requirements
  - e. Hours of service
  - f. Other internal procedures as indicated for a university closing.
5. At least annually, departments will review, update as needed, and communicate to staff the departmental procedure for university closings. The month of August is suggested as the time for updating staff regarding the department's most current procedure for university closings.
6. Department's written procedure plan for university closings will be maintained in department's areas of operation, with copies to the Vice President for Student Affairs' Human Resource Office.
7. University and Division/Department's University Closing Policy will be communicated to potential employees during the hiring process.