

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.02, **Suspension of Classes and Closing of Offices, including clinical locations and managed care sites, in Emergency Situations**

PURPOSE:

(1)

been scheduled after the stated closure time. Remote curricular activities will continue as provided by each school.

- b. Modifications may be made to the above notification scenarios, as necessary, in the event it is determined by the President, or designee, based on the recommendation provided by the IRT that clinical operations or Managed Care Units require alternate closure or delay schedules.
- c. Notifications regarding weather closures or delays will be announced no later than 6:00am when possible.
- d. In addition to a STAT!Alert notification, notifications regarding closures or delays will be provided on the TTUHSC website and social media pages as well as shared with local media outlets as feasible.
- e. Unless specific announcements extending cancellations are made, university operations, clinics, and curricular activities that were cancelled under this Operating Policy will resume the next business day.
- f. To ensure that notification of closures and delays are received by members of the university, all employees and students are urged to enroll in the STAT!Alert system as part of their onboarding process at <https://app4.ttuhscc.edu/hscprofile/>

5. Identification of

- a. It will be the responsibility of the President, vice presidents, provost, and deans to assure that by September 1 of each year, administrators in their organizations notify in writing those persons designated as essential utilizing [Attachment A - Essential Personnel Designation and Notification Form](#). The Human Resources Office will be informed of the personnel designated as essential. Forms will be placed in the team members' personnel file.
- b. Administrative officers may release _____ from their responsibilities to report for work on an individual basis if their services are not needed during a specific emergency. Administrative officers may designate other personnel as essential on an individual basis for a specific emergency if their services are needed by providing notice to the employee.

6. Compensation of Team Members for Emergency Leave

Only closures approved by the President, or designee, are eligible for emergency leave designation. Refer to the Human Resources Administrative Procedures webpage for time keeping instructions.

7. Announcement of Policy

The Chief of Staff will prepare and distribute to the President's Advisory Board at TTUHSC a general information memorandum on this policy by November 1 of each year (See [Attachment B](#))

8. Right to Change Policy

TTUHSC reserves the right to interpret, change, modify, amend, or rescind this policy in whole or in part at any time without consent of employee