



SNU Policy: Emergency and Non-Emergency Schedule Change

SNU Policy ID: Salary Administration C-6

Policy Reviewed by: Director of Human Resources and Director of University Operations

Approval Authority: Chief Academic Officer and Chief Financial Officer

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Next Review Date: May 27, 2030

Policy Description:

In various situations (weather, natural disasters, civil disturbance, utility and/or technology failure, etc.), circumstances may dictate needed changes or adjustments to class schedules and/or university operations at one or more of Southern Nazarene University's locations/campuses. This policy and its guidelines are intended to give direction as to by whom and how such decisions are made, what possible statuses may be employed for schedule changes, and how the decisions and changes will be communicated to the campus communities.

Decision:

Any decision needed to alter the class or operational schedules of Southern Nazarene University campuses or sites will ultimately rest with SNU's Chief Academic Officer and Chief Financial Officer jointly. The CAO and CFO may also collaborate with other members of the Senior Leadership Team as they deem necessary. They may also designate the ability to make such decisions to individual units, sites, or locations as circumstances may necessitate, in their judgment.

In general, information may be gathered from different groups and sources to contribute to such decisions.

- Department of Public Safety – weather forecasts and road conditions
- Director of Facilities – Utility interruptions, facilities concerns, grounds (sidewalks and parking areas) conditions, custodial staffing, any necessary trades
- Director of Athletics – athletic events, activities scheduled, teams to be traveling, etc.
- Dean of Students – student activities and concerns, student housing and meal considerations, etc.
- VPAA College of Undergraduate Studies/University Registrar – traditional class schedules for Bethany Campus
- VPAA Professional and Graduate Studies and Program Directors – schedule for PGS classes happening at Bethany, Tulsa, and other locations as needed.

Information will be consolidated by the Director of University Operations for non-academic areas and sources and by the CAO for academic areas and sources.

Status:

Primarily, **five different statuses** will be considered when class schedule or university operations changes occur.

1. Fully Remote Status – Operations and Academics

When conditions warrant, a decision may be made to completely halt onsite activities and operations on a campus or campuses and move all operational and academic activities to continue via a remote status. In such instances, no classes will meet onsite at the location(s) and only Critical Positions and those involved in Critical Services will report for work onsite. Athletic or other extra-curricular activities that would require travel to or from campus will not be held at the location. Select student services may be available to operate if staffing has been arranged for only on-campus student workers to be staffed and deliver the student services during the remote operations status. Operational supervisors and academic leaders will plan and coordinate with their subordinates and faculty members to ensure appropriate work and academic activities are happening during such status.

2. Partial Remote Status - Academics Only

In some instances, conditions may allow or require that classes or related academic activities be moved to remote status while all other campus operations continue onsite. Examples of such situations might include but are not limited to utility or technology failures that may only affect certain buildings or a portion of an SNU campus or location. With this decision, non-academic areas and units will report to work as normal. Faculty may or may not also be required to report to campus to possibly facilitate remote instruction/online modality from stable SNU network connections. Non-academic activities and other student services may continue normally as well. Please also note that a partial remote status is possible for only the operational aspects or limited departments of the university as well if situations warrant.

3. Delayed Onsite Start Status – Operations and Academics

In some situations, conditions may not allow for employees and students to begin a normal class schedule or workday safely onsite, but conditions may be projected to be improved to a point of safety later in the day. In such a situation, a decision may be made to delay the opening of a campus or location and shorten the class schedule for the day. The period of the day when operations are not occurring, and classes are not meeting will be treated as if the campus is closed as it relates to other activities (athletic and other non-academic) happening onsite. Once the delayed start has begun, such activities may resume as well. Critical employees will be required to report as normal regardless of the delayed start decision.

4. Closed Status – Operations and Academics

In situations of extreme emergency or damage to a campus, location, and/or buildings, it may be necessary to cease all operations for a certain period of time. All other operational statuses will be considered before such a decision is made, and the goal in any period of ceasing all operations will be to return to remote operations, at a minimum, as soon as possible. If such a decision affects an entire campus, athletic or other events or activities will not be held onsite at that location. The work and

operations of critical positions and services will be evaluated and determined on a case by case basis in such a situation.

5. Holiday Status - Operations and Academics

In situations of a university scheduled employee holiday, it is necessary to cease all operations for a certain period of time. In such situations, athletic or other events or activities will not be held onsite at that location. The work and operations of critical positions and services will be evaluated and determined on a case by case basis in such a situation.

Communication:

When situations allow time to forecast and deliberate prior to any schedule or status changes, communication will happen at approximately the following times throughout a day as needed for conditions and activity/operations schedules. These instances provide known “communication points” for campus community members. Conversely, in any urgent or emergency situation, communication on changes to statuses and/or to move community members or groups for safety reasons will happen as necessary at any time throughout a given day.

Communication Points

- 6 AM – for at least the morning’s schedule, if not all daytime activities depending on conditions and circumstances.
- 3 PM – for the afternoon’s schedule, if not all remaining, daytime, and evening activities depending on conditions and circumstances.
- 10 PM – for the following morning’s activities, if not the entire daytime schedule depending on conditions and circumstances.

Any decision to alter academic or operational statuses for the university will be communicated by text message and email through the SNU Alert system by the Director of University Operations and through local media by the Chief Academic Officer or their appointed designees respectively. Any additional postings of the schedule change information to social media or other technologies will follow the primary communications and be managed by the department(s) or area(s) responsible for those technologies and media.

Notations:

Please also be aware of the following additional information for this policy’s operations.

Critical Positions and Services

For the purposes of this policy, Critical Positions and Services will be defined as services and positions which are essential for proper decision-making and the safety and well-being of the campus community, whether the campus is fully or partially operational. Specific positions and services within the following departments have been identified as such:

- Senior Leadership Team Members
- Vice Presidents
- Payroll (depending on timing of schedule changes and payroll due dates)

- Commons Office/Conference Services (depending on scheduled events)
- Facilities Management (list of critical employees will be maintained within the department)
- Campus Police/Public Safety
- Information Technology
- Athletics (depending on scheduled events during a schedule change)
- Food Service Employees and Services to maintain student served areas in times of students on campus
- Custodial Employees and Services to maintain student served areas in times of students on campus
- Grounds Employees and Services as needed to clear walkways, parking areas, and roads around campus

Payroll Considerations

Exempt Employees

- All exempt employees are required to work during any designated remote work periods.
- Exempt employees are expected to work the same number of hours during the approximately same daily time period(s) during any remote work situation as they would if they were working onsite as normal.
- Exempt employees who may have already had vacation or other paid time off scheduled during a remote work situation will still be permitted to take such time as planned.
- Any exempt employee who did not have paid time off scheduled in advance of a remote work designated period and is not able or willing to work remotely during such periods may take appropriate paid time off to make up their payroll for the hours not worked remotely.

Non-Exempt Employees

- During all remote work situations, all non-exempt employees are required to utilize the normal time documentation (clock in and clock out) through the Paycom system and will be paid for the hours they work remotely as they normally would working onsite.
- Non-exempt employees who are designated as part of critical positions and/or services will likewise use the Paycom system to document their hours worked onsite as normal.
- Non-exempt employees who may have already had vacation or other paid time off scheduled during a remote work situation will still be permitted to take such time as planned.
- Any non-exempt employee who did not have paid time off scheduled in advance of a remote work designated period and is not able or willing to work remotely during such periods may take appropriate paid time off to make up their payroll for the hours not worked remotely.
- Any non-exempt non-critical employees will be paid the number of hours actually worked plus whatever closure hours get their time to a total of their normal daily hours for the day with the intent of making the employee whole.

Critical Positions and Services - (Exempt and Non-Exempt)

- Employees who are deemed to be in critical positions and/or providing critical services are required to work onsite during any remote work situations and/or closure status (1 through 5

above) unless details of their duties to be performed remotely are documented and approved by their supervisor.

- Non-Exempt Critical employees will be paid for a full day's normal schedule regardless of the pay received for actual hours worked. Such employees will not be paid for the full day's normal schedule if the closure does not occur on their specific work schedule.
- Documentation of time worked for non-exempt critical employees will be done through the Paycom system.

Additional SNU-Affiliated Organizations:

Southern Nazarene University has additional affiliated organizations with schedules and operational needs that vary enough from the university's higher education rhythms that they need to consider their own schedule change needs and communicate such separately from the overall university decisions and communication.

SNU Lab School

The SNU Lab School follows all the provisions in the policy stated above with the recognition that the SNU Lab School leadership will make its own determination to alter schedules and operations based on the appropriate criteria for a K-12 school and will communicate it separately from SNU's decisions. The Director/Principal of the SNU Lab School is responsible for notifying the CAO and SNU switchboard when it alters its schedule.

Renew Counseling Center

The Renew Counseling Center follows all the provisions in the policy stated above with the recognition that the Renew Counseling Center leadership will make its own determination to alter schedules and operations based on the appropriate criteria for a counseling center and will communicate it separately from SNU's decisions. The Director/Principal of the Renew Counseling Center is responsible for notifying the CAO and SNU switchboard when it alters its schedule.

Southern Plaza Retirement Community

This policy does not apply to Southern Plaza Retirement Community. Any decisions to alter work schedules for its employees are separate from SNU.