

UWM Procedures for Emergency Cancellation of Classes and Campus Closures Including Due to Weather

**FOR PUBLICATION
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These procedures are used for any situation when the cancellation of classes or closing of all or part of the University of Wisconsin-Milwaukee (UWM) is being considered, due to emergency conditions including inclement weather. These policies apply to all UWM locations, but decisions on cancellation may vary depending on conditions at the specific UWM location.

Authority

The Chancellor has authority to cancel classes, close all or part of UWM to the public, or close all or part of UWM to the public and employees as may be necessitated by emergencies including weather conditions (see §§36.09(1)(f) and 36.09(3), Wis. Stats.). ***“While the decision rests with the chancellors, the effect of a complete institution closing on a university community makes it preferable to ensure that institutions remain open to all staff, if at all possible, even where the cancellation of classes or public events is necessary.”*** (UWS UPS Operational Policy: GEN 1235 on Inclement Weather/Emergency Conditions)

Impact on Employees

UW System policy provides for the treatment of employees in the event of weather-related or other emergency cancellations or closures, as further described below. (UWS Administrative Policy 1235.)

When UWM is not closed, even if classes or other activities are cancelled, employees are expected to report to work unless an absence or other arrangement is approved by the employee’s supervisor or campus authorities. Supervisors may require employees to make up lost time if needed for the operation of the work unit.

In the rare case where UWM is closed and/or employees are directed not to report to work, employees must use available vacation, accrued compensatory time, available holidays, or leave without pay to cover the absence, or arrange another work schedule or location with their supervisor. Employees who are not exempt from the Fair Labor Standards Act (FLSA) overtime pay provisions must account for each hour of scheduled duty during the workweek. FLSA-exempt employees may account for their time in a manner consistent with their professional responsibilities.

When UWM is officially “closed,” certain employees may be designated as providing essential services that allow the campus to continue to serve people who remain on campus (e.g. students in residence halls) or that are needed to protect the safety of individuals, prevent harm to facilities, or otherwise manage vital functions. These employees are required to report to work. Divisions are responsible for determining which employees are providing essential services in the event of a weather-related or other emergency closing. Supervisors should

provide notice to the employees that are considered to be providing essential services and who are needed to report to work. It is helpful for divisions to consider their processes for making these decisions at the start of each fiscal year.

Procedure for Decisions

Upon learning of the possible need to cancel classes or close all or part of UWM, the Vice Chancellor for Finance and Administrative Affairs will consider all relevant factors including those listed in “Weather Factors” and “Timing” sections below. (Should the Vice Chancellor for Finance & Administrative Affairs be unavailable, the Vice Chancellor for Marketing, Communications and University Relations will assume coordination responsibilities under this policy.) The Vice Chancellor for Finance and Administrative Affairs will consult with the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for Marketing, Communications and University Relations. After consultation, the Vice Chancellor for Finance and Administrative Affairs and/or the Vice Chancellor for Marketing, Communications and University Relations will make a recommendation to the Chancellor for a decision.

In the event that the Chancellor is not available to make a decision, the Chancellor’s designee will act, in succeeding order, for weather-related or other emergency cancellations: Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Finance and Administrative Affairs, Vice Chancellor for Marketing, Communications and University Relations.

If a decision is made to cancel all or some UWM classes, or to close all or part of UWM to the public and/or employees, the Vice Chancellor for Finance and Administrative Affairs will contact people as described in the “Notification Process” section below.

Timing for Class Cancellations

When possible, class cancellations will be issued using the following time blocks, by the announcement time listed below:

<u>CLASS START TIME</u>	<u>PREFERRED CANCELLATION ANNOUNCEMENT TIME</u>
8:00 a.m. – Noon	Before 6:00 a.m.
Noon – 4:00 p.m.	Before 10:00 a.m.
4:00 p.m. – Evening	Before 2:00 p.m.

Those involved in making the decision and announcement understand that employees would prefer a decision to be made as early as possible. However, sometimes the decision rests on weather (see below) or other factors that are still developing, which may delay the decision to close to the above announcement time or, possibly, later.

Weather Emergencies

Prior to consulting with the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for Marketing, Communications and University Relations, the Vice Chancellor for Finance and Administrative Affairs will consider at least the following factors, obtaining information from the listed departments (contact list below) when formulating a

recommendation to cancel classes, to close all or part of UWM to the public or to close all or part of UWM to the public and to employees, due to inclement weather:

- Conditions at UWM Campuses: Facilities, Planning & Mgt.
- Transit Availability: Transportation Services
- Public Schools/Other Universities: Marketing, Communications & University Relations
- Road/Travel Conditions: UWM Police

In the case of inclement weather that occurs in the evening or early morning, the Associate Vice Chancellor of Facilities Planning and Management or designee, and the Chief of University Police or designee, will contact the Vice Chancellor of Finance and Administrative Affairs (contact information below) with a report on campus, road, and other conditions, at all UWM locations. Simultaneously, the Provost & Vice Chancellor for Academic Affairs will be in contact with the Dean of the College of General Studies or designee with respect to the need for and impact of cancelling classes or closing the campus locations in Waukesha and Washington County.

Notification Process

If classes are cancelled and/or campus is closed due to weather-related or other emergencies, the following notifications will be made:

1. The Vice Chancellor for Finance & Administrative Affairs (or designee) will confirm implementation of the closure with the Chancellor, Provost & Vice Chancellor for Academic Affairs, Vice Chancellor for Marketing, Communications and University Relations, and UWM Police Chief.
2. The UWM Police will send out an electronic (RAVE) alert message utilizing email, text, and all available social media, notifying the entire UWM community of decisions made. Marketing, Communications and University Relations will supply the UWM Police with appropriate language for various potential weather-related and other emergency circumstances, including each of the following circumstances:
 - a. Class cancellation (morning, afternoon, or evening only, or all day)
 - b. Closure of UWM to employees
 - c. Closure of UWM for visitors
 - d. Any deviation in closures between the UWM Eastside Campus and Waukesha and Washington County campuses

In the event of an unusual emergency closing requiring more individualized information, the Vice Chancellor for Marketing, Communications and University Relations, in consultation with the Provost & Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs, as appropriate, will supply the UWM Police with preferred alert language, as necessary.

The UWM Police may also individually contact other UWM officials as necessary and appropriate (names and contact information found below). In the normal case, this will include:

- Transportation Services
 - University Housing
 - Facilities, Planning & Management
 - Continuing Education
 - Enrollment Management
 - University Safety & Assurances
 - College of General Studies
3. The Vice Chancellor for Marketing, Communications and University Relations will notify Marketing, Communications and University Relations staff to contact the media and UWM Student Union Information (414-229-4825), send a campus announcement, update the UWM Home Page, and send the announcement to UW System's public relations lead. The Vice Chancellor for Marketing, Communications and University Relations will consult with the Provost & Vice Chancellor for Academic Affairs and the Vice Chancellor for Student Affairs to formulate the campus announcement with instructions to students and employees regarding such things as the rescheduling of classes and events or make-up exam arrangements.
 4. Upon receipt of cancellation or closure notice, campus units that are sponsoring events or activities open to the public should also endeavor to use their own communication channels to communicate news of the closure and any other details to those members of the public.

**Appendix A:
UWM Emergency Contacts
Updated November 2023**

<u>Crisis Management Team (“CMT”)¹ Members</u>	<u>Name</u>	<u>UWM #/Ext</u>
Chancellor	Mark Mone	414-229-4331
Chief Facilities Officer	Melissa Spadanuda	414-229-3173
Chief Human Resources Officer	Makda Fessahaye	414-229-4463
Chief Information Officer	Scott Genung	414-251-5134
Chief Legal Counsel	Joely Urdan	414-229-4730
Chief of Police	David Salazar	414-229-4627
Chief of Staff	Sue Weslow	414-229-4503
Chief Innovation & Partnerships Officer	Brian Thompson	414-906-4653
Chief Government Relations Officer	Keri Duce	414-229-5188
Executive Communications Officer	Helaine Hickson	414-229-4027
Campus Health Officer	Aamir Siddiqi	414-229-4716
Provost & Vice Chancellor for Academic Affairs	Andrew Daire	414-229-4501
Senior Vice Chancellor for Finance & Administrative Affairs	Robin Van Harpen	414-229-2629
Vice Chancellor for Diversity, Equity & Inclusion	Chia Vang	414-229-1101
Vice Chancellor for Marketing, Communications and University Relations	Olivia Hwang	414-251-6421
Vice Chancellor for Student Affairs	Kelly Haag	414-229-4508
Vice Chancellor for University Advancement	Joan Nesbitt	414-229-3033

<u>Emergency Operations Center (“EOC”)¹ Members</u>	<u>Name</u>	<u>UWM #/Ext</u>
Academic Affairs	Phyllis King	414-229-6175
Business and Financial Services	Drew Knab	414-229-3494
College of General Studies, Facilities	Jon Etta	262-808-6973
Dean of Students	Adam Jussel	414-251-8191
Facility Services	Rick Koehler	414-750-4545
Human Resources	Elise Bechly Schubert	414-229-6902
Legal Affairs	Donna McGee	414-229-5197
Marketing & Communications	Angelica Duria	414-251-5345
Marketing & Communications	Michelle Johnson	414-251-8695
Marketing & Communications	Mary Baylor	414-229-4452
Marketing & Communications	Becky Lang	414-251-6251
Marketing & Communications	Mark Jacobson	414-416-9503
Police	Capt. Brian Switala	414-229-4627

¹ Members may be added or subtracted for a specific emergency or crisis, depending on need, such as for the COVID Crisis Management Team and Emergency Operations Center.

Procurement	Brian Klinger	414-251-8537
Registrar's Office	Kristin Hildebrandt	414-229-6031
Risk Management	Jim Olson	414-750-4699
Student Health & Wellness Center	Carrie Fleider	414-229-7429
Student Life & Services	Nolan Davis	414-251-7199
Student Union	Mike Schmit	414-229-5517
Transportation Services	Prasanna Nanda	414-229-3076
University IT Services	Beth Schaefer	414-229-4072
University Housing	Arcetta Knautz	414-251-5203
University Safety & Assurances	Zack Steuerwald	414-430-1474
UWM at Washington County	Paul Price	262-521-5412
UWM at Waukesha	Ronald Gulotta	262-521-5205

<u>Additional Executive or Expanded Cabinet Members</u>	<u>Name</u>	<u>UWM #/Ext</u>
2030 Action Team Co-Designee to the Chancellor	Jennifer Haas	414-251-8853
Associate Vice Chancellor for Academic Affairs	Phyllis King	414-229-6175
Academic Staff Committee Chair	Sue Stalewski	414-229-5592
Associate Vice Chancellor of Enrollment Management	Kay Eilers	414-229-7194
Director of Athletics	Amanda Braun	414-229-6599
President of the UWM Foundation	Dave Gilbert	414-906-4670
President of the UWM Research Foundation	Jessica Silvaggi	414-906-4654
Secretary of the University	John Reisel	414-229-4671
Special Assistant to the VC DEI for DEI Initiatives	Elizabeth Drame	414-251-7183
Student Association President	Teresa Davis	N/A
University Committee Chair	Kathy Dolan	N/A
University Staff Council Chair	Gail Dukes	414-251-7232
Interim Provost for Research/ Dean of the Graduate School	Kristian O'Connor	414-251-5277
Vice Provost for Student Success	David Clark	414-350-1937

<u>Academic Deans/Leaders</u>	<u>Name</u>	<u>UWM #/Ext</u>
Associate Vice Chancellor for Academic Affairs	Phyllis King	414-229-6175
Associate Vice Provost and Library Director	Michael Doyle	414-229-4781
Dean of the College of Engineering and Applied Sciences	Brett Peters	414-229-4126
Dean of the College of General Studies	Simon Bronner	262-521-5213
Dean of the College of Health Professions & Sciences	Kim Litwack	414-229-4189
Dean of the College of Letters & Sciences	Scott Gronert	414-229-6041
Dean of the Lubar School of Business	Kaushal Chari	414-229-6256
Dean of the College of Community Engagement & Professions	Tina Freiburger	414-229-6134

Interim Dean of the Zilber College of Public Health	Amy Harley	414-227-4342
Director of the Honors College	Peter Sands	414-229-4804
Interim Dean of the College of the Arts & Architecture	Mo Zell	414-229-5337
Dean of the School of Freshwater Sciences	Rebecca Klaper	414-382-1713
Provost's Deputy for Continuing Education	Nancy Nelson	414-227-3301