

CBCS Protocol for Closing Units or Cancelling Classes

Occasionally, situations occur that disrupt the normal operations of academic and administrative units. Power outages and unusual weather typically cause employees to ask if they can leave work or take the rest of the day off. This question also arises on the day before long holidays such as Thanksgiving, Winter break, Spring break. These guidelines are intended to assist supervisors in responding to such requests.

1. Neither the Dean's Office nor the Departmental Offices have the authority to close buildings or academic departments, cancel classes, or tell people they can leave work early. The Dean's Office is the central point of contact for communicating with the appropriate University officials who are authorized to make these decisions.
2. If a situation occurs that disrupts the normal operations of the unit, the Dean's office should be notified immediately via telephone or email if the electricity is working. Patty Cleveland and/or Stefan Phekoo should be the first point of contact. If email is operational, an email should also be sent to the Dean/Associate Deans/ and CBCS HR Director.
3. If the situation involves academic classes, the Dean or Associate Dean will contact the Provost's Office to determine if classes should be cancelled.
4. If the situation involves the physical operations of a building, Patty or Stefan will contact the Physical Plant to determine the nature and anticipated length of the disruption. The CBCS HR Director will contact the USF Associate Vice President for Human Resources. The decision of the University will be communicated to Department Chairs and their Administrative Assistants by telephone and/or email if operational.
5. In the event of an emergency in which it is not possible to reach the Dean's Office or in which immediate action is deemed necessary, Department Chairs and School Directors should use their best judgment to ensure the safety of all students and employees. Please see the USF Office of Emergency & Safety Management for additional information:
<http://usfweb2.usf.edu/Adminsvc/publicsafety/>
6. Unless the University/Department/Building is officially closed by the University, an employee who chooses to leave work early (before the end of the normal workday or the employee's approved scheduled work period) or leave work early prior to a holiday break must take annual leave.