



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Emergency Conditions Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

Faculty

Staff

Students

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

It is the intention of Kentucky State University (KSU) to remain in operation at all times. However, some emergency conditions require KSU to suspend operations in whole or in part in order to ensure the safety of its employees and students. This policy sets forth KSU's plans in the event that emergency conditions require the suspension of operations.

PROCESS:**Decisions Regarding Suspension of Operations and Class Cancellation**

The decision to close KSU must be made by the President or his or her designee. If a decision to close is made before the start of the workday, employees and students will be notified via KSU alerts.

If the decision to close KSU is made during the workday, employees and students will be notified via KSU alerts. Employees shall not leave prior to the scheduled departure time unless they receive approval from their supervisors.

In the absence of an announcement, employees and students should assume that KSU is open, and employees may not be released with pay. However, at the discretion of their supervisors, employees may request to be released without pay or to use vacation leave.

A suspension of class and academic activities does not automatically suspend the work of employees. Conversely, a closure for employees does not necessarily result in a closure of classes for students. KSU alerts will provide the status of operations and classes.

If the President makes the decision to close KSU, the Provost is responsible for working with the Deans of KSU's Colleges to determine whether classes should be canceled or held virtually.

Attendance and Compensation During an Emergency

If an emergency requires KSU to cancel in-person classes but not suspend operations, then the following provisions shall apply:

- Employees are expected to report to work as usual.
- Employees who are unable to report to work must notify their supervisors of their absences.
- Employees who are required to work but refuse to do so are subject to disciplinary action in accordance with the Corrective Action Policy.
- Employees may request to leave early and may do so if they receive approval from their supervisors. Employees who leave early may use their vacation hours or may opt to take unpaid leave.

RELATED POLICIES:

Corrective Action Policy

Essential Employees Policy

Vacation Leave Policy
