



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

Weather/Short Term Emergency Closings

PER0002

Purpose: To clarify procedures for cancellation of classes and campus closure due to weather or other emergencies

Affects: All system colleges, universities, and the office of the chancellor

Authoritative References: Minnesota Statutes, Sections 12.21 and 43A.05, Subdivision 4; and Policies of the Board of Trustees, Chapter 4 Human Resources, Section 4

Required Forms: None

Responsibility for Implementation: It is the responsibility of the college president, in concert with the human resources director, to assure that the requirements and provisions of this policy are met.

Attachments: MNSCU Board of Trustees Policy: [4.4 Weather/Short Term Emergency Closings](#)

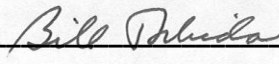
Introduction: A president or designee may close a college or university campus due to a weather or other short term emergency of 6 calendar days or less. All closings must follow the provisions of Board of Trustees Policy 4.4 Weather/Short Term Emergency Closings.

1. The Governor has emergency powers to issue an executive order to change the work schedule or adjust the leave rules of all executive branch employees in cases of natural disasters or other emergencies (M.S. Section 12.21). This would include system employees.
2. In the event of campus closure, please notify the system Public Affairs Office at 651-297-2720.
3. For emergency closures of more than 6 calendar days, see Board of Trustees Policy [1A.10 - Long-Term Emergency Management](#).

4. Emergency closures for the Office of the Chancellor are described in [Board Policy 4.4, Part 3](#).

Approved: November 20, 1998

Revised: March 31, 2008



Vice Chancellor, Human Resources

March 31, 2008

Date