



College of Nursing Process for Plan B/Emergency Close

Updated 3/12/2025

Overview:

The following process is to be followed as it is related to University Emergencies HR Policy and Procedure #71 and faculty and staff within the College of Nursing.

Process

1. All employees within the College of Nursing should be given a designation status each year. This should occur prior to October of each year.
2. Designation Status per policy #71 are defined as:
 - Designated Employee- Regular, on-site attendance at work is required when Plan B or emergency staffing is in place. If the employee does not report to work or is tardy, the employee may be subject to corrective action, up to and including termination.
 - Designated Employee via Remote Access- When Plan B or an Emergency closing occurs, or a delay is declared, the employee is required to work remotely and shall be available for work via computer and phone throughout normal working hours. If remote access is not available, the employee is required to come to work at the normal scheduled time. If the employee does not report to work either in person or via remote access or they are tardy, they can be subject to corrective action, up to and including termination.
 - Non-Designated Employee- When Plan B or an emergency closing occurs, the employee should not report to work unless they are specifically contacted and told to do so. If the University is operating on a delay, the employee is expected to arrive at work at the time of the delayed opening. I am expected to leave work when the University closes early.
3. Once the designation status is determined, the employee should complete the Employee Classification for Plan B Staffing During Plan B-Campus Employees form.
4. The employee is expected to sign the form.
5. The supervisor is expected to sign the form.
6. The supervisor is expected to forward the signed form to the HR director for the personnel file.
7. If at any point the designation status should change, the supervisor is expected to initiate completion of a new form and send it to the HR Director once completed for inclusion in the personnel file.

Resources:

[University Emergencies HR Policy #71](#)

[Emergency Delays and Closures FAQ](#)

[Employee Classification for Plan B Staffing During Plan B- Campus Employees](#)