(most staff do not hold essential services positions, some do)

To all staff in (name of department)

Subject: Suspended Operations Preparation

As winter weather approaches, I am reminding (unit/dept name) staff of what they are expected to do in the event that the University suspends operations due to severe weather or any other reason.

When the University suspends operations ONLY staff in positions that have been designated as performing an essential service report to and/or continue working. All other staff either stay at or return home until the operational suspension is lifted.

In our (unit/department) most staff are not required to work if the University suspends operations. You are expected to either remain at home or return home from work in the safest manner possible if University operations are suspended. If an operational suspension extends over an unusually lengthy period, it is possible some staff may be contacted and asked to carry out selected tasks as necessary.

ESSENTIAL SERVICE POSITIONS: If your supervisor has notified you that your position performs an essential service, you are required to report to work or remain working during suspended operations in accordance with your supervisor’s instructions.

TELEWORKING DURING SUSPENDED OPERATIONS

It may be possible for some staff to telework during suspended operations. I have asked each manager to determine which positions in their units can telework during suspended operations and under what conditions. If your position lends itself to teleworking, your manager will discuss the option for teleworking with you.

KNOWING THE STATUS OF UNIVERSITY OPERATIONS

There are many ways to know if the University has suspended operations:

* You can sign up for UW Alert and register to receive text messages at [www.uw.edu/alert](http://www.uw.edu/alert).
* You can call UW information lines 24/7 for up-to-date information:  
  206-UWS-INFO (206-897-4636) or toll-free 1-866-897-4636
* If web servers are unaffected, you can also check the UW homepage.

LEAVE USE AND COMPENSATION PRACTICES

Please familiarize yourselves with the University’s compensation and leave use practices that are in effect during suspended operations at:  
www.uw.edu/admin/hr/polproc/susp-ops/leavecomp.html

Please address any questions you may have with your supervisor.