(No staff in the unit hold essential services positions – Note that use of this template is rare. Most units have positions that perform payroll or other critical administrative functions that might need to be performed if university operations are suspended. Carefully evaluate your unit’s needs before determining that this template is appropriate.)

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) there are no staff positions that are required to continue 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.

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.