



**POLICY RESOURCES**

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services  
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755  
Phone 304.696.6455, FAX 304.696.6844  
E-mail [human-resources@marshall.edu](mailto:human-resources@marshall.edu), Web <http://www.marshall.edu/human-resources>

Applies to:	<b>Marshall University Research Corporation (MURC)</b>
Title:	<b>Emergency Closings</b>
Number:	<b>50</b>
Effective Date:	<b>10/01/06</b>
Last Revision Date:	<b>01/29/09</b>

The Marshall University Research Corporation (MURC) complies with declarations of closings, cancellations, or delays that are made by Marshall University (MU) under the provisions of Marshall University Board of Governors Policy GA-9, Policy Regarding Weather-Related and/or Emergency Closings and Delays, viewable at this link:

<http://www.marshall.edu/president/board/Policies/MUBOG%20GA-%209%20Weather%20Closings%20and%20Delays.pdf>

Any official announcement of a weather-related delay or closing by MU shall apply to all the employees of and facilities owned, leased, or rented by MURC, except for the exception noted in the next paragraph.

In the event that a delay is declared by MU or if classes are cancelled at MU, the employees of the Child Development Academy will report to work as normally scheduled. If the closing of the University is declared, the employees of the Child Development Academy do not report to work for the duration of the closing.

In rare circumstances, a MURC unit located apart from the Marshall University main campus or its immediate environs may encounter a situation where it must delay opening, close altogether, or close early. Any such schedule modifications must be approved in advance by the Marshall University Vice President, Research; Senior Vice-President, Academic Affairs/Provost; and/or the Senior Vice-President, Finance and Administration.

At times, emergencies such as severe weather, fires, or power failures may apply uniquely to facilities owned, leased, or rented by MURC and may require a closing or delay. In such circumstances, the MURC administration may disseminate to radio and/or television stations an announcement of a closing or delay that applies to MURC even if MU did not make a similar announcement.

When a closure or delay applying to MURC is announced, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.