GUIDELINES FOR MAINTAINING CRITICAL FUNCTIONS/SERVICES
Michigan State University
Frequently Asked Questions

1. Who determines when Michigan State University switches to modified operations?
   a. The President, or her/his designee, along with the MSU Police Department, will send communication announcing when MSU will go to modified or curtailed operations. As a matter of policy, Michigan State University does not fully close.

2. Who determines what are critical functions/services and if a position is considered critical?
   a. Departmental supervisors and unit administrators must carefully review their department’s/unit’s functions and services to determine which are critical and to inform affected personnel of their roles.

3. What are my responsibilities if I am not designated as critical?
   a. Depending on the nature of the modification or curtailment, employees not otherwise supporting critical functions/services may be required to work remotely or to make a reasonable effort to report to work. Supervisors and unit administrators will inform non-critical personnel what is expected of them.

4. What should I do if I have not received any instruction prior to the modified operation?
   a. You should contact your supervisor or unit administrator immediately. If you cannot reach your supervisor or unit administrator and obtain instructions, you should make every reasonable effort to report to work or work remotely (if previously approved by your supervisor or unit administrator). Otherwise, you must use personal or vacation time.

5. What if I call in sick prior to learning that my unit will be switching to modified operations?
   a. You should use your sick leave as scheduled and approved by your supervisor.

6. What if I had a vacation day scheduled when the University went to modified operations?
   a. You will continue to use your vacation leave as previously approved.

7. What if I hear an announcement in the media that the campus is “closed”?
   a. We cannot control the wording of the announcements released by the media. As a general rule, Michigan State University does not fully close. Unless notified otherwise by your supervisor or unit administrator or by Central Administration, if you do not report to work or work remotely (if previously approved), you will be required to use vacation leave or other personal leave to cover the absence. Always check with your supervisor or unit administrator if you are uncertain.
8. Where is the best place to look to receive updated information on possible modified operations at Michigan State University?
   a. The MSU website (www.msu.edu) and signing up for MSU alert at www.alert.msu.edu are the most effective sources of information.

9. What compensation will I receive if I work during a modified operation?
   a. Refer to the Guidelines for Maintaining Critical Functions/Services at MSU for more information. http://www.hr.msu.edu/documents/critical_functions_services/

10. Whom do I contact for additional information?
    a. Contact your supervisor or unit administrator for further clarification, or contact the Office of Employee Relations at 517-353-5510 or hr.er@hr.msu.edu.