



GUIDELINES ON SUSPENSION OF CLASSES AND OFFICE WORK AND RESTRICTION OF CAMPUS ACCESS

Rationale

The University values the safety of the members of the Lasallian community.

In promoting this, the University heeds advisories made by the government and adheres to its decisions. In some instances, the University, after careful consideration of relevant factors,

2.3.2 When Typhoon Signal No. 2 or above is raised.

2.4 Pre-school (nursery and kinder) levels

2.4.1 When declared by the Department of Education for “pre-school levels” in private schools;
or

2.4.2 When Typhoon Signal No. 1 or above is raised.

3. The President and Chancellor makes the decision for the suspension of classes under the following conditions:

3.1 In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;

3.1 In all other cases when the school, on its own, intends to suspend classes.

4. In cases when an announcement of suspension of classes by the government is made, when classes for the day have already begun, the President and Chancellor shall, only for purposes of standardizing the cut-off time for the suspension of classes, determine the effectivity time of the suspension.

5. When left to the University, the decision to suspend classes takes into account many factors, such as safety of the members of the Lasallian community, academic calendar, government regulations on class contact hours, and many others. The University shall exert all efforts to decide on suspension of classes at the earliest practicable time.

6. The decision of the President and Chancellor will be communicated to the Office of the Vice President for Administration for dissemination. The official announcement of the suspension of classes will be made through the following Official Facebook/Twitter pages

De La Salle University

<http://www.facebook.com/DLSU.Manila.100>

<http://twitter.com/#!/DLSUManila>

De La Salle University – Admin

<http://www.facebook.com/dlsu.administration>

http://twitter.com/dlsu_adm1n

De La Salle University

Suspension of office work

7. When classes are suspended due to regular holidays, or when declared as a special non-working holiday either by the national or the local government, office work is deemed suspended, without need for any announcement from the University.
8. When classes are suspended due to emergencies, calamities, force majeure, or civil disturbances, the President and Chancellor shall consider the suspension of office work on a case-to-case basis, taking into account the welfare of the University employees. Office work shall be suspended if the health and safety of employees are also endangered.
9. In cases when work has already started, based on official schedules, the personnel may leave fifteen (15) minutes after the suspension takes effect.
10. Once office work is suspended, all authority to render overtime for the day is deemed cancelled.
11. Personnel from executive and critical offices may be required to work, despite the suspension of office work and/or beyond the one-hour period after the suspension, for highly meritorious reasons. They may be allowed to do so only upon the approval of the Vice President for Administration or the Vice President for STC (in the case of STC), provided that the concerned Unit Head will be physically present for the duration of the work.
 - 11.1 For Co-Academic Personnel, such work may be counted as overtime, provided that a valid authority to render overtime, counter-signed by the Vice President for Administration, is submitted to the Office of Personnel Management within three (3) working days.

Restriction of campus access

12. Campus access status, to be declared by the President and Chancellor or the Vice President for Administration, may be classified as follows:
 - 12.1 Open

When this campus access status is in effect, the campus maintains normal operating hours – 0600 to 2200 – and activities.
 - 12.2 Restricted
 - 12.2.1 When this campus access status is in effect, all scheduled activities for the day within the campus are cancelled and the entry to and the stay in campus is limited to those covered by a valid Special Permit for Campus Access approved and issued AFTER the declaration of the campus access status. Those approved and issued BEFORE the declaration of the campus access status are deemed cancelled.

13. The restrictions on campus access do not apply to the following:
 - 13.1 The President and Chancellor
 - 13.2 Vice Presidents and Vice Chancellors
 - 13.3 Associate Vice Presidents and Associate Vice Chancellors
 - 13.4 University Fellows
 - 13.5 Deans and Vice Deans
 - 13.6 Principal and Associate Principals
 - 13.7 Director, Office of Personnel Management
 - 13.8 La Salle Brothers, their special guest(s) and others who reside at the Brothers' Community
 - 13.9 Contracted workers scheduled to work on campus
 - 13.10 Technical workers from utility companies
14. The Special Permit for Campus Access is granted by the Office of the Vice President for Administration,