



HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Other important information

Subject: Emergency / Inclement Weather Closing

Applies To: All campus employees

Sources:

Number: 3093

Issued: 2/2013

Revised: 3/2013

Page(s): 1 of 5

1.0 Purpose

The purpose of this policy is to provide guidance regarding emergency and/or inclement weather closing.

2.0 Policy

Emergency conditions like the weather, declared state of emergency, safety, or other situations may require the university to be closed. When the university is declared closed, all academic classes and administrative offices are suspended and only essential services are maintained.

In accordance with Board of Regents Policy, in the event of inclement weather or any emergency which requires the absence of employees, the President may declare leave with or without pay. Employees whose job responsibilities require that they work during hazardous, emergency weather conditions, or state of emergency in order to maintain critical institutional functions, e.g. public safety or facility employees, information technology or employees with critical health and safety responsibilities, may be designated as '**essential personnel**'. Essential personnel will be expected to maintain a normal work schedule unless specifically excused.

Definitions

Essential Services or Personnel: The University will create and maintain a list of services and employees who are considered essential to running critical functions within their operations in the event of a declared emergency or inclement weather closing. This list is to be updated on an annual basis and employees should be notified they are on the list. When a new person is hired, he/she will be informed if they are filling a designated 'essential' position and will complete the **Emergency/Weather Closing Essential Designation Form**.

3.0 Procedures

Once there is a decision to close the University, only those essential employees who have been selected and identified (depending on the emergency) are *required* to report to work. All other

employees are to either stay home/away or to leave their work area as soon as practicable after the notice is made. The decision to close the University will generally be made on a workday-by-workday basis.

If the University designates the emergency and/or inclement weather closing as paid, then the following guidelines may apply to “essential” bi-weekly employees required to work during the closing.

Pay Treatment for Bi-weekly Employees:

Situation	Employee Group	How to Code Time
Campus is closed all day	Department Designated - Essential Employees who report to work	Record actual hours worked <i>and</i> record unscheduled closing for the same number of hours (i.e., 8 hours regular time plus 8 hours Unscheduled closing time)
	Regular - Benefits Eligible Employees (do not report to work) OR Essential Employees who <i>do not</i> report to work	Record unscheduled closing - 8 hours
	All Other Employees including student or temporary employees (do not report to work)	Will not be paid unscheduled closing time
Campus is closed a partial day	Department Designated - Essential Employees who report to work prior to campus opening (delayed start) or remain at work after campus has been declared closed	Record actual hours worked while campus is open. Record actual hours worked after the campus has been declared closed (or prior to campus opening if delayed start) <i>plus</i> record unscheduled closing in ADP for hours worked while the campus is closed.
	Regular - Benefits eligible employees (do not remain at work/do not report prior to campus opening) OR Essential Employees who <i>do not</i> remain at work/ <i>do not</i> report to work prior to campus opening	Record actual hours worked while campus is open. Plus record unscheduled closing hours in ADP for hours the campus is closed during employee’s normal work schedule.
	All Others Employees including	Record actual hours worked while campus

	student or temporary employees (do not remain at work/do not report prior to campus opening)	is open. Will not be paid unscheduled closed time.
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- For those employees that are not designated by the University as essential personnel; the amount of time to be paid during a campus closure is not to exceed 8 hours in a day (regular and **unscheduled closing** time combined).
- If an employee does not report to work on the day the University is declared closed for a partial day/delayed opening, the employee should record **unscheduled closing** time for the hours the campus is closed during the employees normal work schedule and must use either vacation or sick time for the hours the campus is open during the employee's normal work schedule. If the employee does not have enough vacation or sick time accrued, the employee will not be paid for the balance of that time.
- If an employee is scheduled for vacation on a day a campus is declared closed, he/she cannot charge hours as **unscheduled closing**. The time scheduled as vacation must be charged to vacation.
- If an employee is sick on a day a campus is declared closed, he/she cannot charge time as **unscheduled closing**. The time the employee was out sick must be recorded as sick time.
- Comp time, in lieu of **unscheduled closing** time, cannot be used for non-exempt (bi-weekly) employees.
- When an employee, who has not been previously designated as an essential employee, is asked to report to work or to the office during a campus closure, that employee will be paid as an essential employee for all hours worked, including travel time to the workplace.
- Since campus closures are made on a workday by workday basis, the use of **unscheduled closing** time will only be applicable through the end of the day a campus is closed. As a reminder, the official work day at the University is defined as 12:00am-11:59pm. For those instances when an essential employee's shift carries over from one workday into another, the employee will only receive **unscheduled closing** time for hours worked while the campus was declared closed until the end of the workday.

FAQ's:

I am a regular telecommuter and the campus was closed today, how should I record my time?

As telecommuting involves working at a satellite location, other office, or home, you will not be eligible to receive *unscheduled closing* time.

I am a non-essential bi-weekly employee working a compressed workweek and have Fridays off. Last Friday, the campus was declared closed. Will I be eligible for unscheduled closing time?

No. This will be considered your normal day off.

I am a non-essential bi-weekly employee working a compressed work week of four ten-hour days. Last Friday, the campus was declared closed for the day. How do I complete my time card?

If you are scheduled to work on Fridays at part of your workweek, you will record 8 hours as *Unscheduled closing* and the remaining 2 hours should either be reported as vacation or worked on another day during that work week (with your supervisor's permission).

I am a non-essential bi-weekly employee working a compressed work week of four ten-hour days. My schedule is from 8 a.m. – 7 p.m., and I work on Mondays. Last Monday, the campus was declared closed at 11:00 a.m. How do I complete my time card?

You will record the actual hours you worked in the morning (3 hours), 5 hours as *Unscheduled closing* time, and the remaining 2 hours should either be reported as vacation or worked on another day during that work week (with your supervisor's permission).

I am an essential bi-weekly employee and work a night shift that starts at 8 p.m. On Wednesday, the campus was declared closed. How do I complete my time card?

For Wednesday, you will record 4 hours of actual work time and 4 hours of *unscheduled closing* time (this covers the start of the shift at 8 p.m. until the end of the workday at 11:59 p.m.). For the hours that roll into Thursday, you will record only the actual hours worked until the end of your schedule (no *unscheduled closing* time).

I am an essential bi-weekly employee working a compressed work week; on Monday, the campus was declared closed. My normal schedule is from 2 p.m. – Midnight. How do I complete my time card?

You will record your actual hours worked plus you will record *unscheduled closing* time for the same number of hours.

I am a bi-weekly employee that has not been deemed "essential personnel" by my department. Therefore, I was not required to come to work last Friday when the campus was declared closed. I decided to come into the office anyway because I had an important report I needed to finish for my Dean. How do I complete my time card?

You will record your actual hours worked and if you worked less than a full work day, record

unscheduled closing time for the remaining hours for a total of 8 hours combined. Please note however, that you may be subject to disciplinary action for ignoring an ***unscheduled closing*** directive since your supervisor did not request that you report to work.

I am a non-essential bi-weekly employee. Last Friday, the campus was declared closed at noon. I volunteered to stay to help finish up some work. How do I complete my time card?

You will record your actual hours worked and, if you worked less than a full work day, record ***unscheduled closing*** time for the remaining hours for a total of 8 hours combined.