

# Frequently Asked Questions

## Inclement Weather/Emergency Closure, Policy #2207

### Human Resources

#### **1. In targeted cases (e.g. local power outage, extreme noise or smells, etc.) who determines whether the office can close, and university leave granted?**

In cases where the outage or situation is expected to be protracted<sup>1</sup>, the supervisor, in collaboration with their department head and Human Resources, can make a call to close an office due to a localized situation and grant university leave. Prior to making such a decision, alternate arrangements should be attempted such as relocating staff or utilizing informal telework or compressed schedule arrangements. If a situation only impacts one person or a very small number of people, every effort should be made to utilize one of the alternate arrangements described above. If an alternate solution is not feasible, individual circumstances will dictate the type of leave to be used.

#### **2. How does Policy #2207 impact flexible work?**

Employees on a formal or informal telework agreement are expected to work during inclement weather or emergency incident unless conditions prohibit them from doing so. Full-time salaried employees on a compressed schedule must make up any difference in their daily compressed hours by working or taking appropriate unscheduled leave.

#### **3. What if I cannot safely make it to work and the university is open?**

Contact your supervisor and ask if you can either telework informally (full-time employees must have 8 hours of work available from their alternate location) or take unscheduled leave by using annual, family and personal, compensatory or overtime leave.

#### **4. In the event of inclement weather, are departments able to grant employees permission to leave earlier than the scheduled closing? What type of leave should be used?**

Yes. Safety is the most important consideration. Supervisors and department heads must use good and equitable judgment when permitting employees to leave earlier than a scheduled closing remembering that the office/department must be able to provide services until the university officially closes.

Employees who leave before the closing time must use an appropriate form of individual leave such as annual, family and personal, compensatory or overtime leave.

#### **5. How am I compensated during inclement weather or emergency closure situation if I cannot telework?**

If the university closes due to inclement weather or emergency conditions, salaried employees

who cannot perform tasks via telework will receive up to 8 hours of university leave per day. If the university closes due to inclement weather or emergency conditions, salaried non-exempt employees who cannot perform tasks via telework should record the number of hours they were scheduled to work during the closing as university leave. Wage employees are not paid unless they work.

If you are a designated employee and you work on a day when the university is otherwise closed, you will be paid for the hours you work and will also receive compensatory leave for the same number of hours.

#### **6. Who determines whether I am a designated employee?**

Your supervisor or department head will inform you whether you are designated. Whenever possible, you will be informed in writing however emergency conditions may arise where this is not practical.

#### **7. What should supervisors do to prepare for possible inclement weather closures?**

Supervisors should review employee job descriptions and telework agreements to make sure they are up to date. Supervisors should identify projects, tasks, and other work that employees can complete while teleworking on days the university closes. Supervisors and department heads must use good and equitable judgment when assigning tasks, projects and other work. Supervisors should also recognize that the adverse conditions affecting the university may also be negatively affecting employees' working locations and appropriate leeway should be given to employees.