

Frequently Asked Questions Inclement Weather/Emergency Closure, Policy #2207 Human Resources & Payroll Issues

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 protracted¹, the supervisor, in collaboration with his/her department head and Human Resources & Payroll, can make a call to close an office due to a localized situation and grant university leave. Prior to making such a determination, 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 arrangement 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 on their telework day(s) during an inclement weather or emergency incident unless conditions prohibit them from doing so (e.g. a regional black out). Full-time salaried employees on a compressed schedule are eligible for up to 8 hours of university leave per day if the university is closed for an inclement weather or emergency incident. Any difference in their daily compressed hours must be made up by working or taking appropriate 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 a 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.

¹ The length of time can be flexible depending upon the situation. Good judgment must be used by supervisors and department heads to determine the likelihood that the circumstance is temporary and of short duration or will be lengthy.

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 an inclement weather or emergency closure situation?*

If the university closes due to an inclement weather or emergency condition, salaried employees will receive up to 8 hours of university leave per day. Those salaried employees on compressed schedules must account for any difference by working or taking appropriate 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.