

Subject: **Procedures for Attendance That May Be Affected by Severe Weather Conditions and Other Emergencies**

Applies to: All Regular Full- and Part-Time Staff (Individuals represented by a collective bargaining unit should refer to their agreement.)

I. Policy: It is the policy of the University to remain open and continue essential functions during severe weather conditions and other emergencies, transportation or utility problems, or similar interruptions. Essential functions include maintaining Hospital operations, supporting residential students, operating designated research facilities and providing necessary support services for those essential functions to ensure the safety of students, patients, faculty and staff. Depending on the requirements of their departments, University employees will be placed in one of two work categories for days in which severe weather conditions and other emergencies have been declared by University authorities. Departments will inform their employees of their work category. It is the responsibility of the department to specify to each employee their appropriate category based on the requirements of the department at the time of the severe weather conditions and other emergencies. Medical Center employees are Category 1 employees including offsite facilities unless informed otherwise. Other University employees should assume they are in Category 2, unless notified otherwise.

II. Categories of Employment:

**Category 1** Employees in this category are required to perform essential functions and are therefore expected to make every reasonable and safe effort to report for scheduled work in a timely manner.

**Category 2** Employees in this category, whose tasks can be delayed without significant consequences and are considered less critical than those that are essential, are not expected to report to work when a University declared severe weather condition and/or other emergency exists.

III. Procedures For Non-Exempt Staff Where All But Critical Services Are Curtailed:

A. In cases where severe weather or other emergency conditions compel the University to curtail all but essential services, the following procedures apply:

1. Category 1 employees, unless otherwise directed, are expected to make every reasonable and safe effort to report for scheduled work in a timely manner. If a non-exempt, Category 1 employee is unable to safely travel to the University, the employee may request permission to use paid leave time (PTO, if applicable, or vacation) or time without pay with supervisory approval.
2. Category 2 employees are not expected to report to work while severe weather conditions or other emergencies have compelled the University to curtail all but essential services. Category 2 employees can be compensated for the lost work time through the use of paid leave time (vacation, or excused time, if available).

They may also be granted permission to make up the time within the pay period, but only if pre-approved by the employee's supervisor after consideration of the impact on the department's operations and budget (including overtime pay obligations that may result).

3. Early Departure: When poor weather or another emergency causes the University to announce that non-essential services are being curtailed after a Category 2 employee has already reported to work, the employee will be paid for a minimum of four (4) hours and then can be compensated for any lost work time through the use of paid leave time (vacation, or excused time, if available).
4. Sick time may be used under these circumstances only where the employee is legitimately ill and would not have been able to report to work in any event. Therefore, employees will be permitted to use sick time to cover an absence due to illness on a severe weather and other emergency day if they had also reported in sick on their last scheduled workday before the day on which services are curtailed.

IV. Procedures For Exempt Category 1 and 2 Staff: Exempt staff members are regularly expected to complete their daily and weekly tasks. An exempt staff member's pay will not be affected by early departure, tardiness or failure to report due to severe weather conditions and/or other emergencies, but such employees are expected to make whatever adjustments are required in their schedule to ensure that they meet the responsibilities of their job. Exempt employees who are also in Category 1 are expected to make every reasonable effort to report safely for work to assist in providing essential services, unless otherwise directed.

V. General Guidelines and Procedures:

- A. Each department must identify and notify designated Category 1 and Category 2 employees. When an employee is hired, transferred, promoted or otherwise has a change in work status, it is important that the employee be advised of his/her status as it relates to this policy. In addition, each fall, department heads should review the severe weather conditions and other emergencies policy with their employees and ensure that each employee knows and understands his/her status and how the severe weather conditions and other emergencies policy apply to him or her. The policy also should be reviewed if severe weather conditions and other emergencies appear imminent. It should be noted that actual severe weather conditions and other emergencies may impact the category designation.
- B. All staff members are expected to notify their immediate supervisors or to follow established departmental communication procedures if they are unable to report to work at their scheduled time.
- C. While several different media will be utilized by the University to broadly and promptly communicate emergency conditions and associated work schedules, each employee still maintains responsibility for obtaining the necessary information regarding his/her work schedule.

- D. All Category 1 employees are expected to remain at their work place during periods of curtailed services until given permission to leave and/or relieved by replacement staff. This is especially important in patient-care areas, security and maintenance, etc.
- E. When an employee is scheduled for vacation time on a day that curtailment of services is declared, the absence should be reported as vacation as planned.

See Also Policy: #321 Absence for Emergency Reasons