

## Weather-Related Campus Closing

The Provost, in consultation with the Vice President of Facilities and Campus Operations, determines the necessity of weather-related campus closings. It is the University's intent to make the decision on closing by 5:30 a.m. so that the appropriate media contacts can be made by 6:00 a.m.

### Class Cancellation

When classes are cancelled, all administrative, clerical, technical and union employees are expected to report to work as usual. Employees who do not report to work in a weather emergency when the University remains open are permitted to utilize accrued vacation for the hours they were to have worked.

### University Closing

When the University delays opening (for example, closed until 10 a.m.), essential personnel are to report as usual. All other personnel are encouraged to remain home until campus is open.

When the University is closed, classes are cancelled and offices are closed either for a half or full day except those identified by the respective vice-president as essential to keep open. Employees are not expected to report for work except for essential personnel.\*

If a decision is made midday to close immediately, the message will be relayed from the Office of Human Resources or the Office of the Provost to division heads, department chairs, and the director of UDRI for further dissemination. Employees are to be allowed to leave under these circumstances and, in fact, are encouraged to do so for their own safety. Such midday closings are rare, but circumstances may necessitate such action.

Any closing announcement will also include the Children's Center and the on-campus employees of the Research Institute. The Research Institute employees at WPAFB are governed by Base policies. Off-campus UD sites will be closed through a decision by the responsible dean's office that govern academic programming at each site.

## Compensation Policy in the Event of a Campus Closing

### Non-Exempt (Non-Union) Employees:

1. Non-essential employees who do not come to work will be paid for those hours they normally would have worked during the campus closure.
2. Essential employees who work during the closure will receive one and one-half times their regular hourly rate of pay for each hour worked.
3. Non-essential employees who report to work during a closure will be paid straight time for hours worked during the closing.

### Exempt Employees

Exempt employees who are designated as essential or non-essential will receive their normal pay when the campus is closed for an emergency. However, those non-essential exempt employees who do not come to work are asked to work from home.

### Notes

1. Essential employees, exempt or non-exempt, are expected to make every effort to come to work on days when the University is closed due to an emergency.
2. Each vice president will be responsible for keeping an updated list of essential personnel for her/his division on file with the Office of Human Resources and for ensuring that each of those individuals are notified of their status as an essential employee.
3. Employees who are on unpaid leave during a weather emergency will not have that leave time reinstated or receive pay.
4. Employees with pre-approved vacation or paid medical leave will not receive additional compensation or vacation/sick leave credit.
5. Employees must have been regularly scheduled to work on the closed day in order to receive pay of any kind during a weather-related campus closing.
6. Essential non-exempt employees' essential pay will be calculated from 8:30 a.m. through 8:29 a.m. the next day on occasions when the University is closed for a 24 hour period.
7. Non-essential employees who are scheduled to report prior to 8:30 a.m. on the day that the University closes, are not expected to report to work.

*\*Essential personnel are those employees who are either included in a previously designated list or who are specifically required by their supervisors to work on the day(s) in question.*