

In light of the recent closure of the university due to inclement weather, the following information is provided to assist in policy compliance and payroll processing.

UD was closed between 8:30 a.m. and noon on Thursday, February 19, 2015.

Essential Personnel (non-union) Non-exempt (You would have received a letter designating you as essential).

- Essential personnel pay, time and one half, will apply to hours worked during the 3.5 hour period of closure. Hours worked on February 19, prior to 8:30 a.m., will be paid at regular straight time rates. For example, a designated essential employee who was scheduled to work 7 hours at 7:00 a.m., and who reported to work as scheduled, will be paid 1.5 hours at straight time and 3.5 hours at time and one half to cover the 3.5 hours worked during the closure. The employee will be paid at straight time for all hours worked the remainder of the day.
- Essential personnel who did not report to work as scheduled, will be required to use vacation or unpaid time to cover the absence.
- Hours worked during the 3.5 hour period of closure should be documented as “essential personnel” on the time report. Additional hours worked that did not fall within the 3.5 hour closure period will be documented as regular time.

Essential Personnel (union)

- Essential personnel pay, time and one half, will apply to hours worked during the 3.5 hour period of time. Hours worked on February 19, prior to 8:30 a.m., will be paid at regular straight time rates. For example, a designated essential employee who was scheduled to work 7 hours at 7:00 a.m., and who reported to work as scheduled, will be paid 1.5 hours at straight time and 3.5 hours at time and one half to cover the 3.5 hours worked during the closure.
- Essential personnel who did not report to work as scheduled, will be required to use emergency time off to cover the absence.
- Hours worked during the 3.5 hour period of closure should be documented as “essential personnel” on the time report. Additional hours worked that did not fall within the 3.5 hour closure period will be documented as regular time.

Non-essential Non-Exempt

- Employees who did not report to work will be paid for those hours they normally would have worked during the campus closure.
- Time missed due to the closure should be documented as “authorized leave” on the time report.
- Employees who reported to work will be paid straight time hours for the period of time worked during the closure. Time should be documented as regular time on time report.
- The sum of hours worked and authorized leave should not exceed the employee’s regular work hours per day (i.e. 7 hours, 8 hours, etc.) Therefore, if a 7 hour employee reported to work at 12:00 and worked until 4:30 (4.5 hours), that employee would claim 2.5 hours of “authorized leave.” An 8 hour employee who reported to work at 12:00 and worked until 4:30, would report 3.5 hours of “authorized leave.”

Non-essential Exempt

- Employees are expected to perform work while at home.
- Employees who did not report to work must report a full day of vacation on their leave report. This includes employees who were unable to get to work when the University opened so remained out of work for the entire day.

Any employee, exempt or non-exempt, who was scheduled for pre-approved vacation, sick time or bereavement during the 3.5 period of closure must charge the time as vacation, sick or bereavement. Employees cannot change previously scheduled time off that falls during a closure.

Banner Approvers/Supervisors

- You are asked to check payroll documentation carefully prior to approval, to ensure compliance with the guidelines above.
- Please refer to the Weather-Related Campus Closing policy in the Human Resources Policies and Procedures Handbook for additional information.