

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 closed at 8:30 a.m. on Monday, January 6, 2014 and reopened at 8:30 a.m. on Wednesday January 8, 2014.

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 48 hour period of time.
 - Hours worked on January 6, 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 5.5 hours at time and one half to cover the 5.5 hours worked after UD closed.
 - Hours worked by a designated essential employee on January 8 prior to 8:30 a.m. will be paid at time and one half. For example, a designated essential employee who was scheduled to work 7 hours at 7:00 a.m. and reported to work as scheduled, will be paid 1.5 hours at time and one half and 5.5 hours at regular straight time.
- 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 48 hour period of closure should be documented as “essential personnel” on the time report. Additional hours worked that did not fall within the 48 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 48 hour period of time.
 - Hours worked on January 6, 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 5.5 hours at time and one half to cover the 5.5 hours worked after UD closed.
 - Hours worked by a designated essential employee on January 8 prior to 8:30 a.m. will be paid at time and one half. For example, a designated essential employee who was scheduled to work 7 hours at 7:00 a.m. and reported to work as scheduled, will be paid 1.5 hours at time and one half and 5.5 hours at regular straight time.
- 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 48 hour period of closure should be documented as “essential personnel” on the time report. Additional hours worked that did not fall within the 48 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 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.

Non-essential Exempt

- Employees who did not report to work will be paid for those hours they normally would have worked during the campus closure.
- Employees who reported to work will be paid straight time hours for the period of time worked during the closure. Time worked or not worked is not documented on the leave report.
- Employees are expected to perform work while at home.

Any employee, exempt or non-exempt, who was scheduled for pre-approved vacation, sick time or bereavement during the 48 hour 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.