

COMPENSATION FOR WEATHER-RELATED CLOSURES

The University of Mary recognizes that adverse weather conditions can impact university operations. While every attempt is made to maintain normal operations and services for the benefit of students and employees, it may occasionally be necessary to close the university or a satellite location. In such cases, the *Inclement Weather Policy*, found separately, will apply. When a limited staffing mode of operation is implemented during weather-related closure of the university, employees designated as critical to continuing operations are expected to make every reasonable effort to report to work. Each person should exercise his/her best judgment with regard to road conditions and other safety concerns. Therefore, no employee should come to work if he/she feels the conditions are unsafe.

Announcements regarding the cancellation of classes or closure of the University will be posted at 8000.umary.edu and otherwise communicated as outlined in the *Inclement Weather Policy*.

Compensation for weather related closings is outlined below:

1. Full Day Closings

When the university is **closed** as a result of inclement weather, all employees who are both scheduled to work and who report to work on that day are paid regular wages for all hours worked. However, the university encourages all employees to sign up for emergency notifications at 8000.umary.edu and asks that employees (who are not “designated personnel”) do not report to work when the university is closed.

Employees who qualify as “designated personnel” and are both required to work and who report to work on a day in which the university is closed will be paid regular wages and may be given eight (8.0) hours of paid-time off (“PTO”) added to their paid leave bank. This one-day gifted vacation benefit is available only to “designated personnel” as defined in the *Inclement Weather Policy* who are also eligible for vacation pay.

All overtime rules apply for work over 40 hours.

When the weather is inclement but the university is **not closed (even if in-person classes are cancelled the University may remain open)**, employees are expected to report for work. Employees who choose not to come in to work are to notify their supervisor and are required to take PTO hours by submitting a leave request for the entirety of the scheduled hours they do not work. In the event that in-person classes are cancelled, teaching faculty without other obligations may not need to come to campus, but they are expected to provide updates to their students via technology and continue teaching any online classes.

2. Partial Day Closings

Early Closing: Employees who are at work when an official closing is declared will be sent home and paid for the balance of their scheduled hours that day. “Designated personnel” who are not sent home and are required to complete their regularly-scheduled work hours may be gifted up to four (4.0) hours of PTO.

Delayed Opening: Employees who report to work after a delayed opening has been issued will be compensated for the full number of hours they had been scheduled to work. “Designated personnel” who are required to report to work, despite the delayed opening, for their full regularly-scheduled work hours may be gifted with up to four (4.0) hours of PTO.

3. Pre-approved Leave

All designated and non-designated personnel on pre-approved leave with pay during an authorized closing will not be charged leave for that day or for the portion of the day the university is closed or delayed.

4. Communication Difficulties

Employees other than “designated personnel” who report to work during periods of authorized closing(s) as a result of not having heard the closing announcement will receive pay for all hours worked. However, employees who are not designated personnel are not eligible to receive gifted PTO. All employees are urged to sign up for emergency notifications at 8000.umary.edu.

5. Policy Application

This policy applies to all university employees. “Employee” refers to an individual who works for the university in a full-time or part-time capacity as administrative staff, teaching faculty, support staff, or contract employee.

Approved

April 2017 by the President of the University

August 2017 by the Executive Committee of the University of Mary Board of Trustees