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4.400 Hours of Work and Leave (Human Resources)

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February 2012

4.411 Weather and Short-Term Closings

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Weather and Short-Term Closings Policy 4.411	
Human Resource Policies		Effective date: February 9, 2012	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	February 9, 2012
Revised (Non-substantive)	Office of University Counsel	N/A	May 16, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-7696-1375	All Employees and Students

I. Introduction and Purpose

Generally it is Antioch University’s (“AU” or the “University”) practice to maintain its normal schedule, even when conditions are inclement or irregular. However, that is not always possible and the University recognizes that there are times, due to emergencies such as severe weather conditions, when classes may be canceled and administrative offices closed, except for those employees designated as “essential”. In an effort to ensure the safety of employees and students, timely decisions to modify work schedules will be made. Employees covered by collective bargaining agreements should refer to the appropriate article in their contract.

In all cases related to road conditions, employees must use their best judgment in determining their own safety when traveling to and from home.

II. Authority and Closure Planning

A. The authority to initiate a work schedule change due to weather conditions or other short term emergencies resides with the Campus Provost or the Vice Chancellor/CFO.

1. Campus Provosts and the Vice Chancellor/CFO shall develop written procedures which will be used to determine when weather conditions or other irregular incidents constitute a threat to the health and safety of University employees and students under their geographic jurisdiction. The written procedures shall identify the following:

- a) Processes for assessment of weather and travel conditions (temperature, wind, precipitation, condition of roads). At a minimum, one state and one local authority should be contacted as part of an assessment of weather and travel conditions.
- b) A list of “essential” employees who are to report for work duty during campus or administrative office closings.
- c) Methods of notification of campus closings appropriate to employees, students and the public such as a calling tree for students and public service announcements in local media for students and the public.

2. A copy of the written procedures and lists above shall be filed with the Chancellor.

III. Types of Irregular Schedule Modifications

Please note that decisions affecting work schedules and cancellation of classes are made under the express authority as noted above. These decisions will be communicated through the channels listed within these guidelines.

A. **Full Closing:** A full closing occurs when conditions warrant cancellation of classes and closing of administrative offices except employees designated as essential.

B. **Partial Closing:** A partial closing occurs when circumstances warrant the cancellation of classes or closing of administrative offices that do not impact the entire operation, such as a burst water pipe emergency.

C. **Delayed Opening:** Occasionally, circumstances will warrant a delay in the starting time of classes or the opening time of administrative offices, such as snow accumulation overnight which is expected to be cleared from roadways within hours.

D. **Dismissal before the End of the Normal Day:** Occasionally, circumstances will warrant the cancellation / early dismissal of classes, or the early closing of administrative offices before the end of the normal day, such as impending snow or winter storms.

IV. General Guidelines

A. The declaration of a campus closure shall, whenever possible, clearly identify the timeframe when employees are excused from work.

B. Campus Provosts and the Vice Chancellor/CFO shall notify the Chancellor or designee after the decision is made to close a campus or administrative office due to weather conditions or other emergency conditions. This notice will be used by the Office of the Chancellor to respond to inquiries regarding irregular operations

C. Modifications of work schedules may take the form of either a partial or a full closing and by campus location. Employees working in positions which are designated as “essential” are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular work schedule begins.

D. Normally a supervisor should communicate with employees in advance (e.g., at time of employment offer) regarding the "essential" status of their position. However, based on University necessity such designation and communication to employees may be done with shorter notice. Irrespective of University status, employees – even essential personnel – must make individual decisions about whether to travel between home and the University or between the University and home based on local conditions. Employees who cannot travel should notify their supervisors as soon as possible, if communication is practical.

E. The University will announce a closing or other modification of work schedules through the following means:

1. Local radio and television news stations
2. Homepage of campus websites
3. Other methods as developed

F. The following practices should be followed by supervisors and employees to record time lost due to University approved irregular operations:

1. If the University is closed a partial workday due to a delayed opening or an early dismissal, employees who reported to work are compensated for the time lost during the period of closing. The time lost is not charged to paid time off balances and is not considered time worked for the purposes of overtime calculation. For employees who did not report to work, the day is treated as an ordinary absence and the fact that the University was closed for part of the day has no impact on the manner in which the absence is recorded or treated for payroll purposes. For example, the employee away on vacation would still be charged for a full day of vacation pay. An employee out on sick leave would still be charged for a full day of sick leave.

2. If the University is closed before the start of the scheduled work day, employees are compensated for the entire scheduled work day. The time off should not be charged to paid time off balances and should not be considered time worked for the purposes of overtime calculation.

3. If the University is not closed, employees who do not report will incur an ordinary absence which will be charged to the appropriate paid or unpaid leave. While the inclement weather may be reason to treat the absence as “excused”, it does not change the manner in which the absence is treated for payroll purposes. The employee may seek approval from the supervisor to take a vacation day or paid personal day to protect the paid leave status for the absence. However, if the employee does not have any paid leave available, the time lost should be treated as an unpaid absence. (**NOTE:** However, in accordance with the Fair Labor Standards Act, salaried-exempt employees may not have their pay deducted for partial day absences).

4. Sick leave may not be used for emergency closings unless the employee was out on sick leave before the emergency conditions arose or presents a doctor’s statement certifying the illness on the day in question.

5. If the University is not closed and employees arrive late due to emergency conditions affecting transportation, the supervisor may excuse the tardiness. Otherwise, it will be treated for payroll purposes like any other tardy.

6. Deductions from pay for exempt employees must be in accordance with the Hours of Work and Attendance Policy # 4.401.

7. Essential employees, who work when the University is closed, will be paid at their regular rate of pay and will receive an exchange day equal to the time worked during the closing. The exchange day must be used within 30 calendar days from the date earned or as otherwise mutually agreed upon with the supervisor.

Policy Cross References

Long Term Closings Policy	Policy # 4.435
Hours of Work and Attendance	Policy # 4.401