

Facility Management Office Inclement Weather Policy

2 July 2013

Employees in the Grounds, Maintenance, Steam Plant and Custodial Division are considered essential personnel.

Essential personnel who fail to report for work during inclement weather will be docked their pay for those shifts. However, if a government-entity declares a state of emergency, and as a result, the employee is prohibited by a government-issued declaration or person of authority (such as a State Trooper) to travel to the University, the employee will not be docked pay for failure to report. Employees who are unable to report due to illness or injury, will be allowed sick pay only if they visit a doctor for treatment of their disabling condition and provide documentation in the form of a note from a licensed physician, which covers the date of the adverse weather, stating the specific absence and length of such absence was due to an illness or accident.

Employees in the Grounds Division are expected to report and remain at work during all storm emergencies. When weather forecasts indicate the possibility of severe snowfall they shall also be available to come in early, stay late, or come in on their day off or on a holiday as required by management.

Employees in the Custodial Division and the Maintenance Division are required to report for their regular shift during a declared closing of the University due to weather emergencies and are expected to assist in whatever assignments are given for the removal of snow and ice or other weather related conditions. Employees in these classifications may also be required to come in early or stay late.

On days when the University is closed due to inclement weather, essential employees will be paid premium pay at twice their regular rate of pay for their regularly scheduled hours worked. Extended shifts will be paid at time and one half for hours worked.

Unpaid ½ hour meal periods will be provided within each 8-hour segment. Meals or meal allowances will be provided for work periods that are planned to be more than 12 consecutive hours. Employees on extended shifts will be paid for all hours worked to include a 15 minute rest break approximately in the middle of each 4 hour period.

There are two scenarios under which the University will operate when employees are working extended shifts and are needed to return after a rest period.

(A) The University may make an offer to lodge employees who would prefer to stay over rather than to travel home and back. When the University makes such an offer,

employees who accept it will be compensated four (4) straight time hours for the time period between regular work shifts, of whatever length, except that the compensation will be eight (8) straight time hours when the time period between work shifts involves a Saturday night or a Sunday night. Only employees utilizing the University's lodging arrangement will be paid the 4 or 8 hours, and these hours will not count in any calculations for other premium pay. The University may also provide appropriate meals or meal allowances as the circumstances may dictate. Where the University authorizes a meal allowance in lieu of providing meals on campus, the breakfast and lunch allowance will be \$5.00 and the dinner allowance will be \$15.00

(B) Employees choosing not to accept lodging offered by the University will not be eligible for any additional compensation.