

# Inclement Weather or Other Emergencies

## CITATION REFERENC

OFFICIAL TITLE	POLICY ON INCLEMENT WEATHER OR OTHER EMERGENC
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	JANUARY 2008 (LAST REVISED)

HUMAN R

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK/COMPENSATION WEATHER OR OTHER EMERGENCIES

operations in the event of a declared emergency. This list is to be updated on at least on an annual basis, employees should be notified that they are on the list and employees should be communicated by supervisors. The list of essential personnel should be housed in the Office of Human Resources or a department designated by the President or their designee. Supervisors shall have the discretion to add an employee to this list based on the nature of the declared emergency and skills needed in order to maintain operations in the event of a declared emergency.



HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK - INCLEMENT WEATHER OR OTHER EMERGENCIES

Situation

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
 TIME AWAY FROM WORK - CLEMENT WEATHER OR OTHER EMERGENCIES

Campus is closed a partial day	Department Designated Essential Employees who report to work prior to campus opening (delayed start) or remain at work after campus has been declared closed	Record actual hours worked after the campus has been declared closed (or prior to campus opening if delayed start) plus record regular work hours as unscheduled closing
	Regular- employees (do not remain at work/do not report prior to campus opening) OR Essential Employees who do remain at work/do not report to work prior to campus opening	Record actual hours worked while campus is open. Plus record unscheduled closing hours for hours that campus is closed during employee's normal work schedule. The total number of actual hours worked plus unscheduled closing hours should equal the employee's regular shift hours.
	All Other Employees including student and casual labor employees (do not remain at work/do not report prior to campus opening)	Record actual hours worked while campus is open. Will not be paid unscheduled closing time.
Campus open reduced operations	Regular (full and parttime)	

## Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain policy, provide guidance to institution human resource officers on effective utilization of policy, monitor for compliance, update the system as necessary, and respond to campus requests for updates.	ou21.