
POLICY: I: 28 Inclement Weather
PROCEDURE REVIEW: Annually

Dated: December 2009
Revised: May 2025

APPROVED: Executive Director of Facilities and Construction: _____



I. INTRODUCTION

It is necessary to establish inclement weather compensation procedures as it pertains to Facilities Management (FM) employees. The FM administration received approval from the Business Services AVP and VP of Administration and Finance to supplement traditional compensation to employees when supporting activities associated with an inclement weather event. These guidelines supersede existing university policy 1309, Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies, as it relates to inclement weather pay and serves as a reference to the exceptions granted and as a source document for pay decisions.

II. PURPOSE

FM employees may be required to work beyond their normal schedule during an official university closing due to inclement weather. The primary focus is to provide and maintain utility operations and safe means of access to facilities. This procedure identifies when overtime pay and premium pay is earned for employees who report to work during an inclement weather event. FM adheres to directives for routine overtime administration as written in university policy 1303 - Provisions for Granting Overtime & Compensatory Leave except during holidays and university closings for weather or emergency situations.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Responsible for overall implementation of this procedure.
- B. Directors, Managers, and Supervisors - Responsible for ensuring employees in their area(s) are informed of this procedure. Responsible for proper reporting and verification of time records prior to submitting for payroll processing.
- C. Payroll Assistants – Responsible for utilizing and following pay practices as defined herein to construct accurate pay records. Responsible for identifying and correcting pay cycle errors before authorizing for payment.
- D. Employees – Responsible for complying with policies and procedures related to time and attendance and confirming premium pay and paid overtime is correct for each pay cycle.

IV. UNIVERSITY CLOSING

Closing of the university operations is determined by the president or a designee. When inclement weather or an emergency causes the university to open late, close early or be closed for a full day, employees will be compensated for the time off. FM employees considered non-designated are not required to work when the university is closed due to inclement weather or other emergency situations. Non-designated employees will use N code on timecards in these situations. However, to continue to provide services to students, some positions are considered designated and, as a condition of employment, must report to work when the university is officially closed due to inclement weather or other emergency conditions.

If an inclement weather event effects the safety of second or third shift non-designated staff reporting to work, the Associate and Assistant director will work in conjunction with the Executive Director of Facilities and Construction to make the decision of when/if staff members are to report to work.

The Assistant Director of Environmental Services will notify their staff as well as UREC Housekeeping staff of the closing/change of operation hours. The Associate Director of Operations will notify nightshift utilities and Power Plant staff of the closing/change in shift hours.

The Assistant Director of Environmental Services will verify the hours worked by second and third shift staff members and provide FM payroll assistants with the information verifying the hours worked.

V. DEFINITIONS AND PAY PRACTICES

Designated Employee – Employees identified by the employing department whose work is essential to university operations and who are required to work during periods of authorized closings. Usually, the employee has a set or core work hours, and the regular work schedule is disrupted by a weather event, requiring the employee to report for duty. Designated employees will receive premium pay for the hours worked during a normally scheduled shift, whether it is an entire or partial shift closing.

Non-exempt employees required to work more than the 40 hours in a normal work week will be compensated in accordance with the Federal Fair Labor Standards Act for the excess time worked. Designated employees who do not report to work as scheduled, or who must leave before the end of the shift during an authorized closing, must charge time missed to annual, sick, compensatory leave or leave without pay as appropriate. An Assistant/Associated Director can deem essential employees non-designated. This must be sent via email to the FM Payroll group reporting the dates and employees that is being deemed non-designated. A designated employee's failure to report to work as required during an authorized closing may be grounds for discipline under university policy 1317, Classified Employee Standards of Conduct and Performance Employees.

Non-Designated Employee - An employee who is not required to work during an authorized closing. To be eligible for pay during university closing due to inclement weather, non-designated staff must work or be on paid leave the work day before and the work day after the authorized closing. Also, if the university is open, non-designated employees are expected to report to work on time. However, when weather conditions create transportation difficulties that may result in late arrival, supervisors may authorize up to two hours of lost time as an authorized absence not charged to leave.

Non-Exempt Employee - An employee who is not exempt from the overtime provisions of the FLSA and therefore must be paid at a rate of one and one-half times rate for every hour physically worked over 40 in a work week.

Exempt Employee - An employee who is exempt from the overtime provisions of the FLSA and, therefore, is not eligible to receive overtime pay for hours worked in excess of 40 in a work week. Exempt employees may, under certain circumstances, earn compensatory leave for hours worked on a scheduled holiday or inclement weather day.

The Fair Labor Standards Act - The Fair Labor Standards Act directs, among other things, employees be paid at a rate of time and a half for every hour worked in excess of 40 hours in one work week unless an employee is considered 'exempt' from the Act's overtime provisions.

Inclement Weather – Weather which causes disruption to normal daily routines.

Employees Core Schedule – Employees normal weekly work schedule as set by the appropriate supervisor which includes the routine daily start and ending work times. This set period is considered the employee's core schedule.

Work week - Full-time, classified employees normally work a minimum of 40 hours per week. The university's standard work week begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. on Saturday. Normal work hours for the university are from 8:00 a.m. - 5:00 p.m. Monday through Friday. Employees in certain areas may work non-standard shifts or work weeks to provide adequate coverage and service to the university community.

Regular Time (Reg.) – This is the base hourly rate an employee is paid during their normally scheduled hours. FLSA applies on a work week basis; a work week is a fixed and regularly recurring period of 168 hours - seven consecutive 24-hour periods.

Overtime (OT) – Non-exempt employees under FLSA, are to be paid one and one-half times their regular rate of pay for any hours worked over the standard 40-hour work week. An employee who may be required to work more hours than normally scheduled on certain days but does not exceed the 40-hour work week, is not entitled to overtime because the actual number of work week hours did not exceed 40 physical hours worked. Employees classified as exempt from the Fair Labor Standards Act (FLSA) are not eligible for overtime.

No Worked Performed (N) -When the university is closed during normal working hours, classified employees that are 'designated' but not asked to work and 'non-designated' employees will be paid their regular hourly rate during the closure as long as the HR and Payroll policy requirements are followed.

Premium Pay (PP) - Employees are to be paid one and one-half times their regular rate of pay for working any inclement weather episode outside of their normally scheduled working core hours, as well as any hours the employee works during the employee's normally scheduled shift during university closing. (wage employee see 'calculation of premium pay for FM wage employees').

VI. PROCEDURES

In the event of inclement weather or authorized university closing, chauffeurs are subject to the FLSA 40-hour overtime provision or earning premium pay during deemed event

Non-exempt employees who work a normal schedule during closing will earn regular pay unless the supervisor deems them as designated. Designated classified employees earn premium pay. An email from the Associate/Assistant Director must be sent to FM Payroll stating that designation.

When weather conditions create transportation difficulties, non-designated employees whose work week falls outside of the university's standard work week may be authorized to leave work prior to an announcement of an early closing. Such absence up to two hours of lost time will not be charged as leave. Approval must be authorized by an FM Associated/Assistant or Executive Director.

Employees who are on any type of approved leave are excused from being "designated" until their next regular scheduled workday. Exceptions to this rule would be if an advance agreement has been reached between the employee and the supervisor that the employee may be contacted on an unscheduled workday for assignment. Failure to report to work as agreed could result in formal steps of disciplinary action.

When inclement weather is expected to start after the employees' normally scheduled work hours the following will apply:

- If an employee has reported to work as normally scheduled, the supervisor may allow the employee to work part or all the current shift but will not require the employee to leave early.
- If an employee has reported to work as normally scheduled and chooses to leave work in preparation for the inclement weather event, the employee is to submit appropriate leave for the hours missed in the regular shift.

If the Assistant Director of Environmental Services determines the inclement weather crew is to go home and rest for an upcoming event, then all inclement weather crew will be sent home. Employees will not be compensated for the period between the release and the start of the weather event coverage. If the event is finished and the university is opened and crews have worked extensive hours, the Assistant Director of Environmental Services can send inclement weather crew home. The Assistant Director of Environmental Services will provide FM Payroll with an e-mail stating the time employees left prior to and/or end of the inclement weather event.

An on-call hotel stay will be paid time to employees for each event if they are expected to be working for the full event and are still "on call" during their down time. Employees who choose not to stay at the designated hotel will not be compensated during their down time but are still expected to return to work when specified by their supervisor.

It is the supervisor's responsibility to ensure hours are calculated and reported correctly. It is the payroll assistant's responsibility to double-check and audit the timesheets before submitting the employee's time to Payroll Services via time entry or overtime pay report.

It is the supervisor's responsibility to ensure appropriate staffing is scheduled to cover an inclement weather event, including alternating individual start and stop times, while also maintaining an adjusted staffing level for regularly scheduled hours as needed. It is the supervisor's responsibility to determine which employee(s) are needed to cover for each weather event, requiring those chosen to stay for the specified time while allowing the rest to stay home and report back to work according to scheduling needs or to policy.

When Landscaping staff are scheduled to report for work for inclement weather, it is the Assistant Director of Environmental Services' responsibility to contact all departments supervisors who have employees on inclement weather crew to notify them of the implementation of the inclement weather team start times.

The calculation of inclement weather pay for FM wage employees is as follows:

- Overtime pay trumps premium pay; i.e., if overtime is earned because of inclement weather, the time is in excess of 40 physical hours in a work week is recorded as overtime hours. If a wage employee works during an inclement weather event but the hours do not exceed 40 physical hours in a work week, the hours worked during inclement weather will be paid as premium pay. It may be possible for a wage employee to earn both overtime pay, and premium pay within the same work week. Inclement weather is paid as an incentive to employees for returning to campus for inclement weather that is outside work normal hours. Inclement weather pay is paid if the inclement weather hours are worked during the first 40 physical hours of the work week. All hours worked over 40 physical hours will be recorded as overtime.