



Eastern Kentucky University Policy and Regulation Library

8.3.6

Volume 8, Human Resources
Chapter 3, Work Policies and Procedures
Section 6, Inclement Weather
Approval Authority: President
Responsible Executive: Office of Human Resources
Responsible Office(s): Office of Human Resources
Effective: December 18, 2009
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Inclement Weather

Statement

During periods of inclement weather it is understood that occurrences of tardiness and potential absences may occur. While it is an expectation that employees will make every effort to report to work on time and as scheduled, employees should use their best judgment before exposing themselves to safety risks while traveling during hazardous weather conditions. Employees are required to notify his/her supervisor of their reporting to work status.

Entities Affected

All EKU employees

Procedures

In the event that the University is closed for the entire day, all benefited employees will be paid their regular pay for that day.

In the event of a delay, or partial closure, affected benefited employees will be paid his/her regular pay for the portion of the delay or closure. For example: If the employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and there is a two-hour delay, the employee should report to work at 10:00 a.m. but will be compensated for the entire assigned shift.

Non-exempt employees who voluntarily arrive prior to the delay will not be provided equivalent time off but must be paid for all time he/she was permitted to perform work duties. Employees who are not serving in an “essential position” are discouraged from arriving on campus prior to the delayed opening or remaining on campus during the partial closure.

Non-exempt employees who are required to report to work, prior to the scheduled delay time, and/or occupying a position deemed to be “essential” to University operations shall be given a

choice of taking equivalent time off at a later date or being paid for the weather day in addition to the time actually worked on that day. The equivalent time off must be equal to the normal regular schedule applicable to the individual employee and must also be taken by the end of the fiscal year, June 30.

Failure to report to work by the scheduled delay time or failure to report to work for the entire day will result in an equivalent deduction of an employee's vacation accrual or docking (no pay) of pay minus any approved delay period. For example: If an employee reports two hour late beyond the scheduled delay time, he or she would be credited with the two hours for the delay, three and one half hours for worked time and would be required to make up the additional two hours with earned vacation, if available, or receive no pay for the period of absence or tardiness.

Definitions

- **Affected Benefited Employees:** Employees who are scheduled to be at work during the timing of the delay or closure.
- **Declared Weather Emergency:** The President (or designee) of the University may declare a time of late opening, early closing or prolonged closing, due to hazardous weather conditions.
- **Essential Positions:** University Vice Presidents will determine the services and positions within their unit which are deemed "essential" as appropriate for the circumstance. Units providing "essential services" will have a written plan for providing these services, including which employees and/or positions are needed and how such employees will be notified to report to work. Units will keep these plans on file with their division head.

Responsibilities

- President (or Designee)
 - Responsible for declaring a weather emergency.
- Supervisors
 - Responsible for the implementation of this regulation and approving of time records as outlined.
- Staff Employees
 - Responsible for reporting to work, as assigned, during the weather emergency as directed by the University President. Also responsible for the proper coding of time records as indicated within this regulation.

Violations of the Policy

Violations of this regulation will be handled through normal University procedures.

Interpreting Authority

Office of Human Resources

Policy Adoption Review and Approval

Regulation Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
December 18, 2009	President	Approved
December	President's Cabinet	Approved