

COMPENSATION FOR WEATHER-RELATED CLOSURES

Purpose

This policy details the compensation to be offered when adverse weather conditions result in full or partial day closure of the University of Mary.

Statement of Policy

The University of Mary recognizes that adverse weather conditions can impact university operations. While every attempt is made to maintain normal operations and services for the benefit of students and employees, it may occasionally be necessary to close the University main campus or a satellite location. In such cases, the Inclement Weather Policy, found separately, will apply.

When a limited staffing mode of operation is implemented during weather-related closure of the University, employees designated as critical to continuing operations (“designated personnel”) are expected to make every reasonable effort to report to work. Each person should exercise his or her best judgment with regard to road conditions and other safety concerns. Therefore, no employee should come to work if he or she feels the conditions are unsafe.

Announcements regarding the cancellation of classes or closure of the University will be posted to 8000.umary.edu and otherwise communicated as outlined in the Inclement Weather Policy. The University expects all employees to sign up for the [Emergency Notification System](#).

Compensation for weather-related closings is outlined below.

Full Day Closings

When a campus of the University is closed, it normally means that (1) most employees will work remotely and remain available to meet student needs and (2) teaching and learning will continue via technology.

Employees who qualify as “designated personnel” and are both required to work and report to work on a day on which the University is closed will be paid regular wages and may have added up to eight (8) hours of paid time off (“PTO”) to their PTO bank. This one-day gifted benefit is available only to designated personnel as defined in the Inclement Weather Policy who are also eligible for PTO.

All overtime rules apply for work over 40 hours.

Designated personnel who choose not to come in to work and other employees who are unable to work remotely or who do not wish to work remotely are to notify their supervisor and are

required to take PTO hours by submitting a leave request for the entirety of the scheduled hours they do not work but not in excess of scheduled hours for the week. In the event that in-person classes are cancelled, teaching faculty without other obligations may not need to come to campus, but they are expected to provide updates to their students via technology and continue teaching any online classes.

Partial Day Closings

Early Closing: Employees who are at work when an official closing is declared will be sent home and paid for the balance of their scheduled hours that day. Those able to work remotely after closure will be expected to do so. Designated personnel who are not sent home and are required to complete their regularly scheduled work hours may be gifted PTO up to the number of hours remaining in their shift after the closure.

Delayed Opening: Employees who report to work after a delayed opening has been issued will be compensated for the full number of hours they had been scheduled to work. Those able to work remotely before opening will be expected to do so. Designated personnel who are required to report to work, despite the delayed opening, for their full, regularly scheduled work hours may be gifted PTO up to the number of hours worked prior to the opening.

Communication Difficulties

Employees other than designated personnel who report to work onsite during periods of authorized closing(s) as a result of not having heard the closing announcement will receive pay for all hours worked. However, employees who are not designated personnel are not eligible to receive gifted PTO. All employees are urged to sign up for the [Emergency Notification System](#).

Policy Application

This policy applies to all university employees. “Employee” refers to an individual who works for the university in a full-time or part-time capacity as administrative staff, teaching faculty, support staff, or contract employee.

Approved

April 2017 by the President of the University

August 2017 by the Board of Trustees (EC)

18 March 2021 delivered to University Senate

20 December 2022 revised by President’s Council

23 December 2022 by the Board of Trustees (EC)

16 January 2023 delivered to the Shared Governance Council