



## **Guidance on Work Expectations of Employees During Adjusted Operations Due to Inclement Weather**

Because institutional operations since March are different in many respects than they have been in previous years, inclement weather may not require an institution president to declare an emergency closure of the institution or cancel classes. Instead, the institution may remain open with adjusted operations; classes may continue as scheduled using alternative meeting options rather than meeting in person and most employees may be directed to telework. In the event that an institution president elects to keep the institution open with adjusted operations due to inclement weather, institutions may choose to implement the following guidance.

### **Employees Able to Work Remotely**

Faculty, staff, and students who are able to work remotely will be expected to work remotely during a period of adjusted operations. Employees working remotely are not eligible for administrative leave under these circumstances. If an employee who can work remotely is not able to do so for personal reasons, they may submit a request to their supervisor to use personal or annual leave for the period of adjusted operations.

### **Nonexempt Employees Directed to Work On-Site**

Nonexempt Regular and Contingent II employees required to physically work on-site during a period of adjusted operations due to inclement weather may be entitled to receive compensatory time or additional pay in accordance with the employee's overtime payment status and relevant human resources policies on work hours and overtime, in addition to any applicable collective bargaining MOU provisions.

### **Employees with No Work Available On-Site and Unable to Telework**

Employees who are not able to telework and are not needed to work on-site for all or some of the hours they are typically scheduled to work during adjusted operations will be awarded administrative leave for the affected time period.

### **Employees in a Leave Status**

Employees scheduled for approved annual leave, sick leave, personal leave, compensatory leave, or approved leave without pay on the date(s) of adjusted operations are considered to be in a "prior leave status" and therefore are not covered by the provisions of this guidance.