

Frequently Asked Questions and Answers Regarding the Inclement Weather Regulation

You can also review the text of the regulation on the policy webpage at:

http://www.policies.eku.edu/sites/policies.eku.edu/files/policies/nonacademic/human_resources_inclement_weather/human_resources_inclement_weather_1_6_09_clarification.pdf

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

Question: How many hours of pay does an employee receive when the University is closed for the day due to weather?

Answer: The maximum pay for this day not worked is the number of hours a position is classified to work, typically 7.5 hours or 8.0 hours for a full-time position and 4.0, 5.0, or 6.0 for part-time benefit-eligible positions.

Question: How many hours of pay will an employee receive for the full workweek last week when the University was closed?

Answer: The maximum pay for the full week not worked is the number of hours a position is classified (or regularly scheduled) to work in one week, typically 37.5 hours or 40.0 hours for a full-time position and 20.0, 25.0, or 30.0 for part-time benefit-eligible positions.

Question: How do I record my time on my timecard for when the University is closed for the day due to weather?

Answer: This time is recorded on non-exempt/hourly employee's timesheets as "EKU Closed/Pres. Time Off/Weather".

Examples:

- *An employee who regularly works 37.5 hours per week and who did not work while the University was closed for inclement weather, should enter the start time of 8:00 am and the end time of 4:30 pm with a one hour break for lunch, for a total of 7.5 hours for the day as "EKU Closed/Pres. Time Off/Weather".*
- *An employee who regularly works 40.0 hours per week and who did not work while the University was closed for inclement weather, should enter the start time of 8:00 am and the end time of 5:00 pm with a one hour break for lunch, for a total of 8.0 hours for the day as "EKU Closed/Pres. Time Off/Weather".*

Question: Does an exempt/salaried employee need to record any time on their leave report to be paid for the Inclement Weather Days?

Answer: No. Exempt/salaried employees will automatically be paid their regular wage for each day that the University was closed and they do not need to record anything on their leave report.

Question: Do students get paid for time they were scheduled to work but could not due to the University closure?

Answer: No. Pay for time not worked is considered a university benefit and is only available to benefit-eligible employees. Students, temporaries, seasonal workers, intermittent employees, and/or part-time employees working less than 20 hours per week are not eligible for university benefits and thus would not be entitled to pay when the university is closed due to inclement weather.

Question: What if I am an out-stationed benefited ECU employee that performs my work from a location other than an ECU campus, such as a state agency which may have been open for business while ECU was closed?

Answer: As a benefited ECU employee, you should follow the University's policy for inclement weather and should handle your time recording in accordance with this policy. If you voluntarily elect to report to your assigned work location during a University closure, you will be paid your regular wage for the time you worked. You will not receive equivalent time-off at a later date under this policy.

Policy: Non-exempt employees who voluntarily arrive prior to the delay (or voluntarily report to work on a day the University is closed) 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 (or from coming to work when the University is closed).

Question: What if an employee was not asked to come into work but still came in and worked while the University was closed?

Answer: Voluntarily arriving prior to the delay or coming to work on a day when the University is closed due to weather does not entitle an employee to equivalent time off at a later date or pay for the weather/closure time and for time worked. Employees choosing to work during these times will be paid only for time worked and should record the hours as work time on their time card if they are non-exempt/hourly. An employee cannot choose to work when the University is closed just so they can earn extra money or get another day of their choice off at a later time.

Policy: 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. Supervisors may require employees to work when the University is otherwise closed due to weather.

Question: If a supervisor required an employee to come to work on an inclement weather day (deemed them essential to University operations), how will they be paid?

Answer: When an employee is required by their supervisor to work, typically when their department must remain open during a closure or when the employee is deemed essential during this time, the employee can choose to take time off at a later date or receive pay for both the weather delay/closure and the time worked. The maximum pay or time off for any day(s) the University is closed due to inclement weather is the number of hours a position is classified to work, typically 7.5 hours or 8.0 hours for a full-time position and 4.0, 5.0, or 6.0 for part-time positions. Note that only time actually worked counts towards the calculation of overtime. "EKU Closed/Pres. Time Off/Weather" time is paid at the base/regular rate of pay and does not count with time worked in determining hours worked for overtime pay calculations.

Examples:

- **(Choosing Pay for Weather Day)** *If the employee is required to work a full work day or longer on an inclement weather day and chooses to also be paid for the weather day, all actual time worked is recorded on non-exempt/hourly employee's timesheet as regular time (no maximum number of hours). In addition, the employee should record either 7.5 or 8.0 hours of "EKU Closed/Pres. Time Off/Weather", depending on how their position is classified.*
- **(Choosing Equivalent Time Off Later)** *If the employee is required to work a full work day or longer on an inclement weather day and chooses to take time off at a later date for the weather day, all actual time worked is recorded on non-exempt/hourly employee's timesheet as regular time (no maximum number of hours). Then, when the employee takes time off at a later date (but before 6/30/15), the employee should record either 7.5 or 8.0 hours of "EKU Closed/Pres. Time Off/Weather", depending on how their position is classified for the day they take off in the future and should write in the comments section of their timecard the specific date that they earned the EKU day (ex. Taking time off on 4/20/15 for EKU Weather Day on 2/18/2015).*

Question: What if an employee was required to work more than 8.0 hours on a day that ECU was closed due to weather?

Answer: When a non-exempt/hourly employee is required by their supervisor to work during a campus closure, and is required to work a shift longer than their regularly scheduled workday (more than 8.0 hours), the employee will be paid for all hours actually worked at their base hourly wage plus overtime for hours worked over 40.0 in one workweek. Pay for the weather day or equivalent time-off at a later date, is limited to a maximum 8.0 hours per day of closure, and is again based upon the classification of the position the employee holds.

Question: What if an exempt/salaried employee was deemed an essential employee and was required to come into work on one or more of the days the University was closed?

Answer: Essential exempt/salaried employees that were required by their supervisor/department head to work while the University was closed will be allowed to take an equivalent day off for each full day that they worked on University property while the University was closed. This time must be taken prior to June 30, 2015 and must be approved in advance by the employee's direct supervisor.