

FAQ – University Closings, Delays and Class Cancellations

“My firm belief is that everyone is committed to our students and our mission, and to moving toward a culture of joyful accountability where we trust each other, enjoy our work, and are committed to doing our best.” Quote from President Martin’s 2/12/16 email to campus.

Why is the University Closings, Delays and Class Cancellations policy changing? *We recognize that when classes are cancelled, conditions are such that travel is difficult. Situations may vary based on where someone lives and proximity to plowed roads or public transportation. In those rare cases where classes are cancelled, but offices remain open, we want to ensure that employees are able to make decisions about personal safety without having to unduly worry about taking a vacation or personal day.*

Will I get paid in the rare instances I deem it unsafe to travel due to weather when classes are cancelled and the University remains open? *Yes, if you are a full-time or regular part-time, non-bargaining unit staff employee you will be paid for your scheduled hours.*

May I take work home with me to complete during normally scheduled work hours, if weather is forecasted to be bad? *Yes, if you have the ability to do some or all of your work from home you may take it with you in the event you leave early or expect possible delays the next morning. Note: If you are a non-exempt (paid for hours worked and eligible for overtime per FLSA) employee you must account for all hours actually worked, please work with your manager to determine needs and expectations.*

In the previous situation where I am working during my scheduled time from home will I be paid more? *No, you are already being paid for the time, therefore you will not receive additional compensation.*

If I had a vacation day scheduled on a day when the University is closed or classes are cancelled but the University remains open can I change my time to paid time off or receive additional pay by using both? *No, Employees who are on sick leave, vacation or other paid time off on a day of closing or delay will not receive additional compensation, nor should they change the time to paid time off.*

How should my time be classified for hours scheduled, but not worked during a class cancellation/university open? *Non-exempt employees should code their time as PNW (paid non work) with a note stating the reason “Weather/Classes Cancelled”.*

Are student employees, paid for scheduled hours that are not worked? *No, students are not covered under this policy for compensation, and therefore are not paid for hours scheduled, but not worked.*

If the University is open, classes are not delayed, but I deem it unsafe to travel how will I be paid for scheduled hours? *You may receive pay by using personal time, vacation, or you may also make up the time during the same workweek at straight time rates, with your manager’s prior approval. Otherwise the time is treated as unpaid for non-exempt employees (exempt employees are expected to work the hours required to effectively fulfill their position’s responsibilities.)*