

## FAQ – University Closings, Delays and Class Cancellations

How will I learn about a possible University Closing, Delay, or Class Cancellation? In the event the decision is made to close campus, an announcement will be issued through the Bulldog Alert system and posted on the University Home Page: [www.drake.edu](http://www.drake.edu). Information can also be found on the cancellation line, 515-271-4545. The local television and radio stations will also be notified.

Why is the University Closings, Delays and Class Cancellations policy being updated? We have learned important lessons from the COVID-19 pandemic that will help the University with maintaining safety and on-going operations in ways more efficient than in the past, even when campus may be partially closed, fully closed, or classes are delayed. The updated policy and FAQs now reflect some of those important lessons. First and foremost, we want to assure our students, faculty, and staff are safe. However, we are now in a much better position to allow for remote work and flexible schedules to minimize the impact of closures and delays on the University's operations without jeopardizing safety.

May I take work home with me to complete during normally scheduled work hours, if weather is forecasted to be bad? Yes, in fact, we are asking managers to develop contingency plans in situations where we know bad weather is likely, buildings are being scheduled for disruptive maintenance, and the like. Employees who can work remotely in case of such disruptions should discuss this possibility with their managers. This may mean working from home until roads are cleared and safe to drive on or working from home until building maintenance is completed. 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 per workweek. Please work with your manager to determine needs and expectations.

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? The answer to this question depends on several factors, including your job classification, whether you have been designated as an essential worker who must work on campus, and whether you can perform remote work under such circumstances.

Generally, such cancellations do not impact faculty pay. If classes are cancelled, faculty can still remotely work on lesson planning, grading, research, writing, attending meetings virtually, etc.

Staff who can work remotely will be expected to do so and will be paid at their regular rate of pay. For full-time or regular part-time, non-bargaining unit non-exempt staff employees who are unable to work remotely and not required to come to campus (i.e., they have not been deemed essential), they will be paid at their regular rate of pay.

Essential workers who must perform their work from campus are still expected to come to campus, despite cancellations, closures, and delays. They will be paid one and a half times their regular rate of pay. If the circumstances make it impossible for an essential worker who is required to come to campus to safely make it to campus, they will be expected to use

vacation or personal time to cover the time not worked. For bargaining-unit employees: see Article VI of the collective bargaining agreement.

If I am working during my scheduled time from home due to a closure or delay, will I be paid more? No, you will be paid at your regular rate of pay. You will not receive additional compensation for working remotely.

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 must still use that leave time, irrespective of any University closure or delay that just happens to occur on the same day(s).

How should my time be classified for hours scheduled, but not worked during a class cancellation/university open? Non-exempt employees who are unable to work remotely due to the nature of their positions 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. Student employees who miss out on hours due to a delay or closure should speak with their manager to determine whether hours can be made up at a later date.

If the University is open, classes are not delayed, but I personally deem it unsafe to travel how will I be paid for scheduled hours? Presuming that remote work is not an option, you may receive pay by using personal time (inclement weather is one of the official uses of 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.) However, an employee are encouraged use personal or vacation time to cover the time not worked, if they have accrued leave.

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