

January 27, 2003

MEMORANDUM

To: Deans, Directors and Department Heads

From: Juan A. Jarrett
Assistant Vice Chancellor for Human Resources

Subject: Inclement Weather Advisory and related Time and Attendance
Personnel Policies

With the recent campus closures and delays due to snowstorms, I wish to bring to your attention the campus Inclement Weather Policy. This policy, which has been in place for several years, has been revised in accordance with recommendations from a campus committee that recently reviewed the campus' Emergency Closing Policy.

- In the event that classes and other scheduled activities are cancelled, only essential personnel as described by the Emergency Closing Policy, will be required to work.
- Employees designated as essential personnel and who report to work will either be awarded a commensurate amount of compensatory time (based on actual number of hours worked) in addition to the day's pay (straight time) or paid at a rate of two (2) times their regular hourly rate of pay and not be entitled to compensatory time, depending on the essential employee's collective bargaining agreement. This policy includes delayed openings, early closings and cancellations when non-essential personnel are excused from work with pay.

- Any employee working at a rate of pay greater than straight time is not eligible for compensatory time or overtime.
- **Any employee who is not at work (or who fails to report to work if so scheduled) due to authorized vacation, sick leave, personal leave or leave without pay will not be granted excused time for the delayed opening, early closing or cancellation in the place of the authorized leave.**
- Campus closures are in effect from the time the campus was officially closed until midnight (12:00 a.m.) of that day unless the campus officially reopens that same day.

Please bring this policy to the attention of all employees within your jurisdiction. I would urge all supervisors and managers to be responsive to employee requests for use of vacation or personal time in the event an employee wishes to leave work earlier than the announced campus closure time when there is an early campus closing, or come to work later when there is a delayed opening. Any questions regarding this policy may be referred to my office at 545-0360.