

INCLEMENT WEATHER AND OTHER UNUSUAL CONDITIONS

SUMMARY

The Reynolda Campus of Wake Forest University may be closed, or its opening delayed, during normal work hours due to inclement weather or other unusual conditions. Closure is expected to be infrequent and consideration will always be given to maintaining appropriate service levels in departments that provide essential services to the University community. Note that Reynolda House and Graylyn employees are covered under separate, site-specific guidelines.

Weather-related closings and cancellations for Wake Forest University are broadcast by radio stations WFDD (88.5 FM), WSJS (600 AM) and television stations. Employees with voicemail may receive weather and closing information by accessing their voicemail (758-4400). Employees without voicemail may receive weather and closing information by calling 758-5935 (Weather Hotline). Closings and cancellations are also listed on the WFU Homepage (www.wfu.edu).

Non-essential 2nd and 3rd shift staff in the Facilities & Campus Services Department will have a separate phone line to call in the event that the campus is closed for the 2nd and or 3rd shift. This line is 336-758-SNOW (7669).

ESSENTIAL SERVICES

Notwithstanding an announced Reynolda Campus closing or delayed opening, certain essential service departments or essential employees within departments, due to the critical nature of the services they provide, will need to remain open. Such essential service departments or essential employees are designated by the relevant Vice President. Employees should direct any questions about attendance and performance expectations during a delay or closure to the appropriate supervisor. All essential employees (nonexempt, full time) required by their supervisors to work during a delay, closure, or early close will be paid for all hours worked and will be granted administrative leave, at the straight time rate, for all hours worked on any day that there is a campus delay, closure, or early close, up to a maximum of eight hours, during one 24-hour period. Managers may “deem” other nonexempt employees essential for inclement weather events. This designation would allow part-time/no benefits employees and temporary employees the opportunity to earn administrative leave pay if requested and report to work during a campus delay, closure or early close, up to a maximum of eight hours. (This class of employees is not eligible for admin leave if they are not requested, or do not report to work as requested.)

Additionally, leaders who have staff on second and/or third shift (AVP, F&CS, Chief of Police, etc.) have the authority to “close the campus” to those non-essential workers affected during those shifts by the threat of inclement weather. This is necessary because the campus is only “officially closed” during the day and does not consider the 24-hour operations of certain departments. If the campus is closed for the second or third shift, those non-essential employees

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will be paid for administrative leave for their normally scheduled shift, up to a maximum of eight hours, during one 24-hour period.

Essential 2nd and/or 3rd shift nonexempt staff required to work by their supervisors during the 2nd or 3rd shift closure will be paid for all hours worked and will be granted administrative leave, at the straight time rate, for all hours worked during the closure, up to a maximum of eight hours.

The time and attendance reports for essential employees who work during a delayed opening or closure should reflect both the hours actually worked and administrative leave time.

Employees who are not designated as providing “essential services” and chose to report to work prior to the time of delayed opening or when the University is closed are not entitled to administrative leave pay.

Supervisors of critical departments or employees rendering essential services, as identified by the appropriate Vice President, should clearly communicate to the affected employees their work attendance requirements during severe weather or other unusual conditions, regardless of media announcements of University closings or delays. Directors/supervisors of critical departments or employees are to prepare contingency plans, keep plans updated, and communicate such plans to employees.

As referred to in this policy, essential personnel denotes all employees in the Facilities and Campus Services Department who have that designation and some employees in essential service departments that provide critical services including, but not limited to, University Police and Residence Life and Housing.

DELAYS AND CLOSURES

For the purposes of this policy, a delay means that:

1. employees who do not work in positions designated as essential will not be expected to report to work until the time specified in the delay announcement; and
2. classes scheduled to begin before the time specified in the delay announcement will not be held, and classes scheduled to begin at or after the time specified in the delay announcement will meet as usual.

A closure means that the University will not be opened for the day or will be closed before the end of the regular workday. Employees will be expected to return to their normal shift or work schedule the following day, unless otherwise specified by announcements as detailed above. Employees working on shift assignments should call the weather hotline two (2) hours before the start of their shift to confirm whether the University has reopened prior to a presumed reopening at 6 a.m. on the day following an announced closure.

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WORK SCHEDULES

During periods of inclement weather and other unusual conditions, both employees and supervisors should keep two (2) major goals in mind:

1. the safety and well-being of employees; and
2. the need for the University to conduct business on a regular basis.

During periods of inclement weather and unless a delay or closing has been announced, employees are expected to be at work as scheduled, but, as is true generally, should take reasonable and safe measures in meeting their employment obligations.

ABSENCES DUE TO DELAYS AND CLOSURES

Time off due to the announced delay or closure will be reported as paid “Administrative Leave” and will not be considered as time worked for overtime compensation purposes. Employees on previously approved paid time off (PTO) are not eligible for the paid administrative leave.

An employee must report to work during hours of operation during these announced University closings or delays to receive administrative leave.

When an employee is **unable** to report to work at the expected time, the employee must notify the appropriate supervisor, explain the reason for the absence, and provide an estimated time of arrival at work. When an employee misses additional work time beyond the time announced for the delay or closure, or concludes that the employee must leave work early even when no closing has been announced, the employee will:

1. make up the time missed with supervisory approval;
2. take PTO for the missed time;
3. take leave without pay for the missed time if PTO is not available; or
4. telecommute (work from home) if authorized by the appropriate supervisor.
5. PTO can only be combined with administrative leave in order to equal a whole shift, if the employee reports to work on a day that there is a campus delay, closure, or early close, up to a maximum of eight hours.

*If an employee **elects** for personal reasons not to report to work on the day of a delayed opening, the employee will be required to take PTO for the entire day. If no PTO is available, the employee is required to take leave without pay.*