

Subject: **Procedures for Attendance That May Be Affected by Severe Weather Conditions and Other Emergencies**

Applies to: All Regular Full- and Part-Time Staff (Individuals represented by a collective bargaining unit should refer to their agreement).

I. Severe Weather and Other Facilities Related Emergencies: It is the policy of the University to remain in operations and continue regular services and schedules regardless of adverse weather conditions and other emergencies, transportation or utility problems, or similar interruptions (inclusive of ambulatory practices). Essential functions include maintaining Hospital operations, supporting residential students, operating designated research facilities and providing necessary support services for those essential functions to ensure the safety of students, patients, faculty and staff. Depending on the requirements of their departments, University employees will be placed in one of two work categories for days in which severe weather conditions and other emergencies have been declared by University authorities. Departments will inform their employees of their work category. It is the responsibility of the department to specify to each employee their appropriate category based on the requirements of the department at the time of the severe weather conditions and other emergencies. Medical Center employees whether at Elmwood Avenue or any off-site location – are considered essential staff and are required to report even during severe weather unless notified otherwise by their supervisor. Other University employees should assume they are non-essential, unless notified otherwise.

A. Categories of Employment:

1. Essential Employees in this category are required to perform essential functions and are therefore expected to make every reasonable and safe effort to report for scheduled work in a timely manner.
2. Non-essential Employees in this category, whose tasks can be delayed without significant consequences and are considered less critical than those that are essential, are not expected to report to work when a University curtails services.

B. Procedures for Hourly Paid Staff Where Curtailment of Services Has Occurred:

1. **Curtailment decisions**: The decision to curtail services for the University or in a major division of the University is made by the President and the Provost with the Senior Vice President for Administration and Finance and the Senior Vice President for Health Affairs or their assigned designees. Each Division, School, Academic Department or Administrative unit that decides to curtail, cancel or close their operation must request approval from their immediate supervisor (VP, Provost, Dean, or President) prior to implementation.
2. In cases where severe weather or other emergency conditions (including municipal decisions to closed roads or issue a “no unnecessary travel warning”) compel the University to curtail services, the following procedures apply:

- a. Essential employees, unless otherwise directed, are expected to make every reasonable and safe effort to report for scheduled work in a timely manner. If an hourly paid Category 1 employee is unable to safely travel to the University, the employee may upon Department Head permission be granted no more than two days off with full base pay in each anniversary year.
 - b. Non-essential employees are not expected to report to work while severe weather conditions or other emergencies have compelled the University to curtail services. Non-essential employees may upon department head permission be granted no more than two days off with full base pay in each anniversary year.
 - c. Early Departure: When poor weather or another emergency causes the University to announce the curtailment of services after a non-essential employee has already reported to work, the employee will be paid for a minimum of four (4) hours and then can be compensated for any lost work time for that day as noted above in section b.
- C. Procedures for Salaried Paid Essential and Non-essential Staff Where Curtailment of Services Has Occurred: Salaried paid staff members are regularly expected to complete their daily and weekly tasks. A salaried paid staff member's pay will not be affected by early departure, tardiness or failure to report due to severe weather conditions and/or other emergencies, but such employees are expected to make whatever adjustments are required in their schedule to ensure that they meet the responsibilities of their job. Salaried paid employees who are also in essential are expected to make every reasonable effort to report safely for work to assist in providing essential services, unless otherwise directed.
- D. General Guidelines and Procedures:
1. Each department must identify and notify designated essential and non-essential employees. When an employee is hired, transferred, promoted or otherwise has a change in work status, it is important that the employee be advised of his/her status as it relates to this policy. In addition, each fall, department heads should review the weather emergency plan and other departmental emergency policies with their employees and ensure that each employee knows and understands his/her status and how the severe weather conditions and other emergencies policy apply to him or her. The policy also should be reviewed if severe weather conditions and other emergencies appear imminent. It should be noted that actual severe weather conditions and other emergencies might impact their designation.
 2. All staff members are expected to notify their immediate supervisors or to follow established departmental communication procedures if they are unable to report to work at their scheduled time.

3. While several different media will be utilized by the University to broadly and promptly communicate emergency conditions and associated work schedules, each employee still maintains responsibility for obtaining the necessary information regarding his/her work schedule.
4. All essential employees are expected to remain at their work place during periods of curtailed services until given permission to leave and/or relieved by replacement staff. This is especially important for patient-care, Public Safety, Dining, Housing, Facilities Services etc.
5. When an employee is scheduled for vacation time on a day that curtailment of services is declared, the absence should be reported as vacation as planned.

Please note: If the University does not curtail services and the staff member does not report to work, reports to work late or leaves early the employee may request to use paid time off (PTO, if applicable, or vacation) or time without pay with supervisor approval. See section II, A, 2, c of this policy.

II. Absences for Other Emergencies. Department heads may grant to regular full- and part- time, hourly paid staff members not more than two days off with full base pay in each anniversary year to meet emergency situations which cannot be planned for or avoided and require an employee's personal attention and absence from work. Salaried paid employees are not eligible for this time and should use vacation time. Time as Reported (TAR) and temporary staff may be granted time off without pay.

A. Guidelines:

1. Examples of when absences for emergency reasons may be granted:
 - a. To be available the day a member of the immediate family has to have emergency surgery (not scheduled in advance).
 - b. To be available on the day of death of a member of an employee's immediate family (See Policy #327 for definition of "immediate family") when the employee has primary responsibility for arrangements.
 - c. To provide travel time to attend the funeral of a member of the immediate family being held in another state. (To be used only if the three days provided in Policy 327, Death in Immediate Family, does not provide sufficient travel time.)
 - d. To be available in the event of a major disaster involving an employee's personal property wherein the employee's immediate personal attention is required.
 - e. To be available in the event of sudden catastrophic illness or an accident involving injury to a member of an employee's immediate family wherein

the employee's presence and prompt personal attention are required.

2. Examples when emergency time should not be granted and use of accrued vacation or PTO time, if applicable, is appropriate, or in some instances, excused absences without pay may be used:
 - a. Consulting an attorney regarding personal business.
 - b. Awaiting the arrival of a home delivery or repairperson.
 - c. Providing time for staff who wish to leave early, who are late or absent because of snowstorms or other severe conditions when the University has not curtailed services.
 - d. To attend to a sick child, dependent relative, or other persons, except as may be described above.

- B. Procedures: To record excused time off with pay for emergency reasons for hourly paid staff, supervisors should report the amount of time to be excused using the time reporting code of EXC. Questions should be referred to the Offices of Human Resources at the Medical Center or River Campus.

See Also Policy: #173 Flexible Scheduling
#327 Death in the Immediate Family
Environmental Health & Safety [Emergency Management](#)