

RUTGERS UNIVERSITY POLICY

Section: ~~60.3.16~~

Section Title: ~~HR/Non-Academic Employees~~

Policy Name: ~~Attendance During Adverse Weather Conditions~~

Formerly Book: ~~3.6.17~~

Approval Authority: ~~Senior Vice President for Administration~~

Responsible Executive: ~~Senior Vice President for Administration~~

Responsible Office: ~~University Human Resources~~

Originally Issued: ~~11/1969~~

Revisions: ~~10/30/2003, 8/2/06 (Updated titles), Updated University Officers 6/12/2008, 9/18/2013, 12/03/2013 (severity levels, essential services personnel)~~

Errors or changes? Contact: policies@hr.rutgers.edu

Policy Name:	<u>Adverse Weather and Emergency Curtailment of Operations</u>				
Section #:	<u>60.1.29</u>	Section Title:	<u>Universitywide HR Policies & Procedures</u>	Formerly Book:	<u>3.6.17; Formerly Policies 60.3.16 and 60.9.58 (merged into Policy 60.1.29)</u>
Approval Authority:	<u>Senior Vice President for Human Resources and Organizational Effectiveness</u>		Adopted:	<u>11/1969</u>	Reviewed: <u>12/03/2017</u>
Responsible Executive:	<u>Senior Vice President for Human Resources and Organizational Effectiveness</u>		Revised:	<u>10/30/2003; 8/2/06 (updated titles); updated University Officers 6/12/2008; 9/18/2013; 12/03/2013 (severity levels, essential services personnel); 12/03/17(updated titles, severity levels)</u>	
Responsible Office:	<u>University Human Resources</u>		Contact:	<u>University Human Resources 848-932-3020 Office of Labor Relations 848-932-3400 policies@hr.rutgers.edu</u>	

1. **Policy Statement**
Specifies University's position on non-academic employees' attendance during adverse weather conditions and emergency curtailment of operations.
2. **Reason for Policy**
Provide guidelines for attendance during adverse weather conditions and emergency curtailment of operations for non-academic employees.
3. **Who Should Read This Policy**

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~~This policy is applicable only to employees in Rutgers positions. A Rutgers position is a position which, historically, was associated with the Rutgers University before June 30, 2013. Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy UMDNJ positions. In this regard, individuals employed in Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.~~

4. ~~Related Documents~~
~~None~~

5. ~~Contacts~~
~~University Human Resources~~
~~Office of Labor Relations 848-932-3400~~

6. ~~The Policy~~

~~ATTENDANCE DURING ADVERSE WEATHER CONDITIONS~~

~~While it is the policy of the University to remain open and continue all normal operations during periods of adverse weather, the University does not advise employees to take unwarranted risks when traveling to work in the event of adverse weather. With the understanding that it is the obligation of all employees of the University to report to work during these periods, each employee should exercise his or her best judgment with regards to road conditions and other safety concerns.~~

~~This policy is applicable only to all Rutgers staff employees.~~

4. ~~**Resources**~~
~~• University Policy 60.3.19, University Closings~~

5. ~~**Definitions**~~

A. ~~**Emergency/Catastrophic Events/Situations** - Includes human-caused and naturally-occurring incidents and events which may threaten the continuation of programs and services provided by Rutgers.~~

B. ~~**Emergency Curtailment of Operations Event** - A period of time when an emergency/catastrophic event/situation causes the University to implement the "Adverse Weather and Emergency Curtailment of Operations" procedures and adopt special operating procedures in order to maintain the orderly operation of its services and programs.~~

C. ~~**Employee** - For the purposes of this policy, the term means a member of any of the following groups: faculty, staff, ~~house~~staff, ~~visiting~~ researchers, and other personnel of a similar nature **including** per diem/temporary.~~

D. ~~**Essential Personnel - Essential Services Personnel** – Essential Services Personnel are defined as employees holding positions which perform job duties that include non-deferrable services that must be performed despite an emergency closure. Personnel may be designated as essential on a seasonal (e.g. in the event of a weather-related emergency only) or a situational basis (e.g. in the event of a toxic chemical spill only).- In addition, any person may be designated as essential at any point during an emergency, even if not designated as essential prior to the emergency. A non-inclusive list of non-deferrable services that must be performed despite an emergency closure would be dining services, housing services, public safety, facilities services, patient care services, research laboratory services, environmental health and safety services, clinical services. Further, to the extent that it is impossible to foresee or plan for every circumstance related to weather or other emergency, supervisors have the authority to make essential~~

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staff designations on an event by event basis for employees that have not already been designated as essential personnel.

E. **Non-Essential Personnel** - All other employees except essential employees as defined above.

F. **Adverse Weather Event** - A period of time when a severe weather condition causes the University to implement the "Adverse Weather and Emergency Curtailment of Operations" procedures and adopt special operating procedures in order to maintain the orderly operation of its services and programs.

G. **Adverse Weather** - Severe weather condition(s), such as a snowstorm, ice storm, flooding, tornado, hurricane, etc. which may threaten the continuation of programs and services provided by the University.

6. **The Policy**

ATTENDANCE DURING ADVERSE WEATHER CONDITIONS

While it is the policy of the University to remain open and continue all normal operations during periods of adverse weather, the University does not advise employees to take unwarranted risks when traveling to work in the event of adverse weather. With the understanding that it is the obligation of all employees of the University to report to work during these periods, each employee should exercise his or her best judgment with regards to road conditions and other safety concerns.

In response to events of escalating, severe weather or other disasters and catastrophic emergencies, the University may decide to implement the procedures described in this policy to maintain the orderly continuation or shutdown of educational and research programs, patient care services, and administrative operations.

Hazardous weather, disasters, catastrophes, and other emergencies do not automatically cause the procedures in this policy to be placed into effect; as described below, a decision to implement the procedures in this policy must be made by the appropriate University officials.

Announcements of closing by any federal, state, or local governmental agency shall not pertain to the University.

Essential employees are expected to report for work in time for their scheduled shifts, unless directed otherwise, and to provide their own transportation. The University is not responsible for transporting essential employees to and/or from school/campus/or facility.

The decision to cancel classes is separate and distinct from the decision to implement "Adverse Weather and Emergency Curtailment of Operations" procedures. Cancellation of classes alone does not affect the reporting requirements of employees.

Essential Services Personnel are defined, in Definitions, as employees holding positions which perform job duties that include non-deferrable services that must be performed despite an emergency closure. Personnel may be designated as essential on a seasonal (e.g. in the event of a weather-related emergency only) or a situational basis (e.g. in the event of a toxic chemical spill only). In addition, any person may be designated as essential at any point during an emergency, even if not designated as essential prior to the emergency. A non-inclusive list of non-deferrable services that must be performed despite an emergency closure would be dining services, housing services, public safety, facilities services, patient care services, research laboratory services, environmental health and safety services, clinical services. Further, to the extent that it is impossible to foresee or plan for every circumstance related to weather or other emergency, supervisors have the authority to make essential staff designations on an event by event basis for

employees that have not already been designated as essential personnel.

An Essential Services Personnel designation shall extend for the entire ~~Level 1 and Level 4 Adverse Weather Conditions~~ or Emergency Curtailment of Operations period or as long as the work unit deems necessary. Employees designated as Essential Services Personnel that cannot report for work because of a serious concern about personal safety or other extenuating circumstances must contact their supervisor to advise them of the situation as soon as possible.

Departments may establish internal guidelines regarding reporting procedures during periods of ~~Adverse Weather Conditions~~ and Emergency Curtailment of Operations.

Department administrators are responsible for designating which employees are "Essential" on the basis of the essential non-deferrable duties of the positions held by the employees, the seasonal or situational basis of the event, and the needs of the university. Department administrators must provide a list of ~~essential personnel~~ Essential Services Personnel to the Senior Vice President for Faculty and Staff Human Resources and Organizational Effectiveness on an annual basis each January. Department administrators must notify, in writing, each employee identified as "Essential Services Personnel" that they have been so designated. The written notice must detail what this designation entails and the duties and responsibilities the employee may have during an emergency.

The University provides outpatient clinical services at a number of locations throughout the state, both on and off RBHS campuses. The decision to cancel outpatient clinical services at one location does not affect the reporting requirements of employees at any other location.

The decision to cancel outpatient services does not affect the reporting requirements of employees for inpatient services.

Students on clinical clerkships are required to adhere to the adverse weather procedures of this policy:

- a. If an announcement of closure or delayed opening is not available sufficiently early to allow a student to make a reasoned decision regarding travel to the assigned clinical affiliate, students should use their discretion to travel safely to the assigned clinical affiliate.
- b. In cases where the University does not declare an adverse weather emergency, cancel classes, and/or cancel outpatient services, students should follow the adverse weather procedures announced by their assigned clinical affiliate.
- c. Students are responsible for notifying their clerkship or course director as soon as possible to inform them of any lateness or absence. It is also the student's responsibility to make arrangements with the clerkship or course director to complete any hours missed, if required.

Procedures Delayed Opening, Weather Emergency, Curtailment of Operations

Procedures in respect to adverse weather conditions are described below:

Level 1 -- Delayed Opening -Declaration

For the purpose of this section only, the start of the normal business day is defined as 8:30 AM, a.m., Monday through Friday.

A Delayed Opening may be declared for certain staff employees when a weather condition, or when an emergency/catastrophic event/situation, occurs such that it is necessary to delay

the start of the normal business day in order to prepare facilities to receive faculty, students, and employees. A "Delayed Opening" may be declared only by the President of the University or designee, in consultation with the respective Chancellors or designees, upon the recommendation of the Executive Vice President for Strategic Planning and Operations and Chief Operating Officer. Staff employees subject to the Delayed Opening shall not report for work during the period of the delayed opening.

A Delayed Opening does not apply to the following staff employees:

- Essential Services Personnel. -Essential Services Personnel are required to report to work at their regular starting time. -Essential Services Personnel who are eligible for overtime pay ~~shall receive premium pay at the rate of time and one half for the time worked during the actual period of the Delayed Opening. will be paid in accordance with Appendix A.~~ Essential Services Personnel who fail to report for, or who fail to remain on, duty ~~may without supervisory approval may, at a supervisor's discretion, be required to charge accrued leave time or be docked pay and may be disciplined.~~
- Staff employees who are not designated as Essential Services Personnel but who are regularly scheduled to start work prior to a period of Delayed Opening. ~~These staff employees also~~ must report for work as scheduled. - Staff employees who fail to report for work at the regular time must charge the time to Administrative Leave, Personal Holiday, Vacation or Leave Without Pay. Those staff employees who report for work who are eligible for overtime pay shall receive premium pay ~~at the rate of time and one half for the actual duration of the period of Delayed Opening.~~ in accordance with Appendix A.
- Staff employees whose regular starting time occurs after the declared period of Delayed Opening. - Staff employees in this category who fail to report for work at the regular time must charge the time to Administrative Leave, Personal Holiday, Vacation or Leave Without Pay.

~~Level 2 – Campus(es) Open – Intemperate Closure – Weather Emergency~~

~~Level 2 Closure – Weather Emergency is defined as weather conditions which appear to make travel hazardous for a particular employee, but are not declared by the University as a Level 4 or a Level 3.~~

~~If "Intemperate Weather" prevents an individual employee from reporting on time, prevents him/her from reporting at all, or makes it essential for him/her to leave early, the following rules pertaining to attendance on that day will apply:~~

- ~~(a) Lateness. The employee shall notify his/her supervisor as soon as possible if it is necessary to be late in reporting to work. The employee may charge any lost time to administrative leave, vacation, or personal holiday if available. If no such time is available, the employee may be allowed to make up the lost time, or have his/her salary appropriately adjusted. There will be no disciplinary action for such lateness.~~
- ~~(b) Absence. The employee shall notify his/her supervisor if it is necessary that he/she be absent. The employee may charge the day to administrative leave, vacation, or personal holiday if available, or will have his/her salary appropriately adjusted. There will be no disciplinary action for such absence.~~
- ~~(c) Leaving Early. The employee must request and receive permission from the supervisor to leave early. Such permission shall not be unreasonably denied. There may, however, be instances of emergency work-related conditions that~~

~~require an employee to remain at the work station. Employees who are allowed to leave early may charge the time to administrative leave, vacation or personal holiday if available. If no such time is available, the employee may be allowed to make up the lost time, or have his/her salary appropriately adjusted.~~

~~**Level 3 – Campus(es) Open – Severe Weather**~~

~~Level 3 is defined as a specific period of time lasting for a portion of a day or a full day when there is a severe snowstorm, hurricane, flood, tornado, etc. in the area of the University or any of its campuses which makes transportation a problem in the respective University locations.~~

~~During a Level 3 the University remains open and provides normal services to the fullest extent possible. A Level 3 may be declared University wide by the President, or individually at each of the three major campus locations (New Brunswick, Newark or Camden) only by the designated authority: in New Brunswick, by the President or designee; in Newark and Camden, by their respective Chancellors or designees, who shall notify the Senior Vice President for Administration of the starting and ending times of the alert.~~

~~A Level 3 may be declared after the fact for an earlier period of time. For example, the President may declare at 10:00 a.m. that Level 3 for the New Brunswick Campus has been in effect since 7:00 a.m.~~

~~If a Level 3 has been declared, the following rules pertaining to attendance will apply:~~

- ~~(a) Lateness. The employee shall notify his/her supervisor as soon as possible if it is necessary to be late in reporting to work. Any staff employee who made a reasonable effort to arrive at work on time but who arrived after the start of his/her shift may, at the discretion of the supervisor, be excused with pay for such lateness.~~
- ~~(b) Absence. Any salaried staff employee who made a reasonable effort to arrive at work but was unable to do so may, at the discretion of the department head or designee, be excused with pay for the hours absent as long as the "Weather Alert" is still in effect. Should the "Weather Alert" be declared over during the day, the remaining absence must be charged to administrative leave, vacation, or personal holiday if available; otherwise, the employee may be allowed to make up the lost time, or have his/her salary appropriately adjusted.~~
- ~~(c) Leaving Early. If a staff employee believes that it is essential that he/she leave early, the employee must request and receive permission from the department head or designee. Such permission will not be unreasonably denied. There may, however, be instances of emergency work-related conditions that require an employee to remain at work. Employees who are allowed to leave early will be paid only for the time the "Weather Alert" is in effect. If the "Weather Alert" is called off subsequent to the departure and prior to the completion of the employee's shift, lost time must be charged to administrative leave, vacation or personal holiday if available. If no such time is available, the employee may be allowed to make up the lost time or have his/her salary appropriately adjusted.~~

~~**Level 4 – Campus(s) Closed – Weather Emergency**~~

~~Level 4 is defined as a period of adverse and hazardous weather conditions (blizzard, hurricane, tornado, flood, etc.) during which travel is recognized as an imminent danger to life and property in the area of the University or any of its campuses. -A "Weather Emergency" may be declared and a major campus (New Brunswick, Newark or Camden) consequently closed only by the designated authority: in New Brunswick, by the President, of~~

the University or designee, in Newark and Camden, by their consultation with the respective Chancellors, or designees, who shall notify the Senior upon the recommendation of the Executive Vice President for Strategic Planning and Operations for Administration of the starting and ending times of the closing and Chief Operating Officer.

If the University or a campus is closed for Level 4a Weather Emergency, employees on that campus who are not in emergency, security, or other essential service positions will be excused with pay for up to one day for any one closing. If the University is closed for more than one day in any instance of closing, the employee may charge time in excess of one day to Administrative Leave, Vacation or Personal Leave, or have his/her salary appropriately adjusted.

Employees designated as Essential Services Personnel are required, unless otherwise advised by supervisory authority, to report for duty during such periods when the University or campus is declared closed. Essential Services Personnel who fail to report for, or who fail to remain on, duty without supervisory approval may, at a supervisor's discretion, be required to charge accrued leave time or be docked pay.

Essential Services Personnel eligible for overtime who are required to report to work or are required to remain on duty during a campus closing will be paid in accordance with Appendix A.

Closure – Emergency Curtailment of Operations

Level 3 Closure – Emergency Curtailment of Operations is defined as a period of time when an emergency/catastrophic event/situation causes Rutgers to implement the “Inclement Weather and Emergency Curtailment of Operations” procedures and adopt special operating procedures in order to maintain the orderly operation of its services and programs. An “Emergency Curtailment of Operations may be declared for the University or any subdivision thereof only by the President of the University or designee, in consultation with the respective Chancellors or designees, upon the recommendation of the Executive Vice President for Strategic Planning and Operations and Chief Operating Officer

If the University or a campus is closed for an Emergency Curtailment of Operations, employees on that campus who are not in emergency, security, or other essential service positions will be excused with pay for up to one day for any one closing. If the University is closed for more than one day in any instance of closing, the employee may charge time in excess of one day to Administrative Leave, Vacation or Personal Leave, or have his/her salary appropriately adjusted.

Employees designated as Essential Services Personnel are required, unless otherwise advised by supervisory authority, to report for duty during such periods when the University or campus is declared closed. -Essential Services Personnel who fail to report for, or who fail to remain on, duty without supervisory approval may, at a supervisor's discretion, be required to charge accrued leave time or be docked pay.

Essential Services Personnel eligible for overtime who are required to report to work or are required to remain on duty during a campus closing will be paid in accordance with Appendix A.

Cancellation of Classes

On a day in which all classes are cancelled by the appropriate Chancellor or designee due to a weather-related or other emergency situation, the following will apply to employees on that campus:

1. Lateness

The employee shall notify his or her supervisor as soon as possible if it is necessary to be late in reporting to work. The employee may charge any lost time to administrative leave, vacation, or personal holiday, if available. If no such time is available, the employee will have his or her salary appropriately adjusted for the lost time. There will be no disciplinary action for such lateness.

2. Absence

The employee shall notify his or her supervisor as soon as possible if it is necessary to be absent from work. The employee may charge the day to administrative leave, vacation, or personal holiday, if available, or will have his or her salary appropriately adjusted. There will be no disciplinary action taken for such an absence.

3. Leaving Early

The employee must request and receive permission from the appropriate supervisor to leave early. Such permission shall not be unreasonably denied. ~~their regular pay plus time and one-half for all hours worked during that period.~~ Employees who are allowed to leave early may charge the time to administrative leave, vacation, or personal holiday, if available. If no such time is available, the employee will have his or her salary adjusted for the lost time.

Exceptions

Exceptions to any provisions within this policy may be granted only by the Senior Vice President for Human Resources and Organizational Effectiveness or his or her designee.

Appendix A

Attendance Requirements and Compensation

**(Applicable during Delayed Opening, Closure – Weather Emergency, and Closure –
Emergency Curtailment of Operations)**

**A. For employees in CWA Local 1031, CWA Local 1040, HPAE Local 5094, HPAE Local 5089,
HPAE Local 5135, IUOE Local 68 and 68A(UMDNJ), OPEIU Local 153 and Teamsters Local 97
Positions**

<u>University Personnel</u>	<u>Required to Report or Remain at Work</u>	<u>Reported to Work</u>	<u>Change in Compensation</u>
<u>Essential</u>			
<u>Hourly Staff</u>	<u>Yes</u>	<u>Yes</u>	<u>Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, s/he is entitled to two and one half (2½) times the regular rate of pay.</u>
<u>Salaried Personnel</u>	<u>Yes</u>	<u>Yes</u>	<u>May be granted compensatory time in accord with the University policy and cannot be greater than hour by hour.</u>
<u>Per Diem (aligned staff only)</u>	<u>Yes</u>	<u>Yes</u>	<u>Regular rate of pay plus a bonus equal to half (½) the regular rate of pay for hours</u>
<u>Non-Essential</u>			
<u>Hourly Staff</u>	<u>No</u> <u>Yes - If so determined by Supervisor</u>	<u>Yes/No</u> <u>Yes</u>	<u>No change (receive regular pay)</u> <u>Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, s/he is entitled to two and one half (2½) times the regular rate of pay.</u>
<u>Salaried Personnel</u>	<u>No</u> <u>Yes - If so determined by Supervisor</u>	<u>Yes/No</u> <u>Yes</u>	<u>No change (receive regular pay)</u> <u>May be granted compensatory time in accord with University policy and cannot be greater than hour for hour</u>
<u>Per Diem (aligned staff only)</u>	<u>No</u> <u>Yes - If so determined by Supervisor</u>	<u>Yes/No</u> <u>Yes</u>	<u>No change (receive regular pay)</u> <u>Compensated at two (2) times their regular pay for the hours worked. If the employee worked overtime, s/he is entitled to two and one half (2½) times the regular rate of pay.</u>

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B. For employees in AFSCME Local 888, AFSCME Local 1761, IUOE Local 68 and 68A (Rutgers), IAFF Local 5082, URA-AFT Local 1766, FOP Lodge 62, FOP Lodge 164, Doctors Council SEIU, EOF-AAUP and all non-aligned staff members

<u>University Personnel</u>	<u>Required to Report or Remain at Work</u>	<u>Reported to Work</u>	<u>Change in Compensation</u>
<u>Essential</u>			
<u>Hourly Staff</u>	<u>Yes</u>	<u>Yes</u>	<u>Compensated at regular pay plus one and one half (1½) times their regular pay for the hours worked during the period of closure.</u>
<u>Salaried Personnel</u>	<u>Yes</u>	<u>Yes</u>	<u>No change (receive regular pay)</u>
<u>Temporary Staff</u>	<u>Yes</u>	<u>Yes</u>	<u>Regular rate of pay</u>
<u>Non-Essential</u>			
<u>Hourly Staff</u>	<u>No</u> <u>Yes - If so determined by Supervisor</u>	<u>Yes</u> <u>Yes</u>	<u>Compensated at regular pay plus one and one half (1½) times their regular pay for the hours worked during the period of closure.</u>
<u>Salaried Personnel</u>	<u>No</u> <u>Yes - If so determined by Supervisor</u>	<u>Yes</u> <u>Yes</u>	<u>No change (receive regular pay)</u> <u>No change (receive regular pay)</u>
<u>Temporary Staff</u>	<u>No</u> <u>Yes - If so determined by Supervisor</u>	<u>No</u> <u>Yes</u>	<u>Receive no pay</u> <u>Receive their regular pay</u>