**clayton state university**

**Emergency and UNSCHEDULED CLOSING Procedures**

**Introduction**

Emergency conditions like the weather, safety, declared state of emergency, or other situations may require Clayton State University (“University” or “CSU”) to declare a closing. When the University is declared closed, all academic classes and administrative offices are suspended and only essential services are maintained.

In accordance with Board of Regents Policy (Section 8.2.7.7), in the event of inclement weather or any emergency which requires the absence of employees, the President of a unit in the System may declare leave with or without pay. Employees whose job responsibilities require that they work during hazardous or emergency weather conditions in order to maintain critical institutional functions, e.g. public safety or facility employees, information technology or employees with critical health and safety responsibilities, may be designated as ‘essential personnel’ by their institution.  Essential personnel will be expected to maintain a normal work schedule unless specifically excused.

**Purpose**

The purpose of these procedures is to provide guidance regarding emergency and/or inclement weather closing. As with all procedures, not every situation can be anticipated or covered.  Any situation that is not specifically addressed in these procedures will be handled on a case-by-case basis at the discretion of the institution.

**Entities Affected By THESE PROCEDURES**

All employees

### Who Should Read THESE PROCEDURES

All Clayton State University employees should be aware of these procedures.

**Contacts**

Human Resources: (678) 466-4230

Campus Police: (678) 466-4350

**Definitions**

These definitions apply to these terms as they are used in these procedures:

**Essential Services or Personnel**: Institutions should create and maintain a list of services and employees considered essential to running critical functions within their operations in the event of an emergency or closing.  This list is to be updated on at least an annual basis and employees should be notified they are on the list.

**Overview**

Once there is a decision to close Clayton State University, only those employees previously designated by the institution as “essential personnel” to oversee the critical functions during an institutional emergency are *required* to report to work. All other employees are to either stay home/away or to leave their work area as soon as practicable after the notice is made.  The decision to close an institution will generally be made on a workday by workday basis.

If the institution designates the emergency and/or inclement weather closing as paid, then the following guidelines may apply to “essential” bi-weekly non-exempt employees required to work during the closing.

**Pay Treatment for Bi-weekly (Non-Exempt) Employees:**

|  |  |  |
| --- | --- | --- |
| Situation | Employee Group | How to Code Time |
| Campus is closed all day | Department Designated - Essential Employees who report to work | Record actual hours worked *and* record ***unscheduled closing*** for the same number of hours (i.e., 8 hours regular time plus 8 hours Unscheduled closing time) |
| Regular - Benefits Eligible Employees (do not report to work) OR Essential Employees who *do not* report to work | Record ***unscheduled closing*** - 8 hours |
| All Other Employees including student, temporary or casual labor employees (do not report to work) | Will not be paid ***unscheduled closing*** time |
| Campus is closed a partial day | Department Designated - Essential Employees who report to work prior to campus opening (delayed start) or remain at work after campus has been declared closed | Record actual hours worked while campus is open. Record actual hours worked after the campus has been declared closed (or prior to campus opening if delayed start) *plus* record ***unscheduled closing*** for hours worked while the campus is closed. |
| Regular - Benefits eligible employees (do not remain at work/do not report prior to campus opening) OR Essential Employees who *do not* remain at work/*do not* report to work prior to campus opening | Record actual hours worked while campus is open. Plus record ***unscheduled closing*** hours for hours the campus is closed during employee’s normal work schedule. |
| All Others Employees including student and casual labor employees (do not remain at work/do not report prior to campus opening) | Record actual hours worked while campus is open. Will not be paid ***unscheduled closed*** time. |

* For those employees that are *not* designated by the institution as essential personnel; the amount of time to be paid during a campus closure is *not* to exceed 8 hours in a day (regular and ***unscheduled closing*** time combined).
* If an employee does not report to work on the day the institution is declared closed for a partial day/delayed opening, the employee should record ***unscheduled closing*** time for the hours the campus is closed during the employees normal work schedule and must use either vacation or sick time for the hours the campus is open during the employee's normal work schedule. If the employee does not have enough vacation or sick time accrued, the employee will not be paid for the balance of that time.
* If an employee is scheduled for a full or partial annual/vacation or sick leave day when the campus is declared closed, he/she should adjust those hours to reflect ***unscheduled closing***. Employees should contact their supervisor for additional information.
* An exempt employee who is deemed “essential” and is required to be physically on campus during an emergency or inclement weather closing may be given “Weather Leave” by their supervisor. Weather Leave may be given after the exempt employee has worked 45 hours in a workweek on an hour-by-hour basis. Weather Leave is managed by the supervisor and the exempt employee must use or lose the time within 12 months from the date it is given. Non-exempt employees are not eligible for Weather Leave, as they are paid for actual hours worked consistent with the provisions of these procedures and the Federal Fair Labor Standards Act.
* When an employee, who *has not* been previously designated as an essential employee, is asked to report to work or to the office during a campus closure, that employee will be paid as an essential employee for all hours worked, including travel time to and from the workplace.
* Since campus closures are made on a workday-by-workday basis, the use of ***unscheduled closing*** time will only be applicable through the end of the day a campus is closed.  As a reminder, the official work day at the Institute is defined as 12:00am-11:59pm.  For those instances when an essential employee’s shift carries over from one workday into another, the employee will receive ***unscheduled closing*** time for hours worked while the campus was declared closed and/or until the campus is re-opened to normal operations.

**Please contact Clayton state university human resources department if you have question pertaining to these procedures at 678-466-4230.**

**clayton state university**

**Emergency and Inclement Weather Procedures**

**FREQUENTLY ASKED QUESTIONS**

1. **My department has not designated me as an “essential employee”; however, my supervisor is telling me I need to come in. What should I do?**Safety and security of our employees and students is an institutions primary concern. Employees should use personal judgment to assess their ability to report to work as requested by their supervisor and report if you are able to do so. You must communicate directly with your supervisor about your ability to report to work. Be prepared to explore alternatives such as teleworking, elayed arrival, etc. If you are able to report, you will be considered an essential employee for all hours worked, including travel time to and from the workplace.
2. **I am a regular telecommuter and the campus was closed today, how should I record my time?**Although telecommuting involves working at a satellite location, other office, or home, you are eligible to receive ***unscheduled closing*** time since your institution is closed. In some cases, you may be asked to work in order to support the continuity of business operations as a telecommuter. Non-exempt employees that telecommute during an ***unscheduled closing (defined on page 1)*** will be considered essential personnel and institutions should compensate them accordingly.
3. **I am a non-essential bi-weekly employee working a compressed workweek and have Fridays off.  Last Friday, the campus was declared closed. Will I be eligible for unscheduled closing time?**No.  This will be considered your normal day off.
4. **I am a non-essential bi-weekly employee working a compressed work week of four ten-hour days.  Last Friday, the campus was declared closed for the day. How do I complete my time card?** If you are scheduled to work on Fridays as part of your workweek, you will record your normal hours worked as ***unscheduled closing***. In some cases, you may be asked to change your schedule that week to adjust for the ***unscheduled closing***. Discuss your scheduling options with your supervisor.
5. **I am a non-essential bi-weekly employee working a compressed work week of four ten-hour days.  My schedule is from 8 a.m. – 7 p.m., and I work on Mondays.  Last Monday, the campus was declared closed at 11:00 a.m. How do I complete my time card?** You will record the actual hours worked in the morning (3 hours). The remaining hours should be reported as ***unscheduled closing.*** In some cases, you may be asked to change your schedule that week to adjust for the ***unscheduled closing***. Discuss your scheduling options with your supervisor.
6. **I am an essential bi-weekly employee and work a night shift that starts at 8 p.m.  On Wednesday, the campus was declared closed.  How do I complete my time card?** You will record actual hours worked while the institution remains closed, regardless of your shift, and you will be compensated as an essential employee during the ***unscheduled closing*** hours.
7. **I am an essential bi-weekly employee working a compressed work week; on Monday, the campus was declared closed.  My normal schedule is from 2 p.m. – Midnight.  How do I complete my time card?** You will record your actual hours worked while the institution remains closed, regardless of your shift, and you will compensated as an essential employee during the ***unscheduled closing*** hours.
8. **I am a bi-weekly employee that has not been deemed “essential personnel” by my department.  Therefore, I was not required to come to work last Friday when the campus was declared closed.  I decided to come into the office anyway because I had an important report I needed to finish for my Dean.  How do I complete my time card?**  
   You will record your actual hours worked and if you worked less than a full work day, record ***unscheduled closing*** time for the remaining hours for a total of 8 hours combined.  Please note however, that you may be subject to disciplinary action for ignoring an ***unscheduled closing*** directive since your supervisor did not request that you report to work.
9. **I am a non-essential bi-weekly employee.  Last Friday, the campus was declared closed at 12 p.m.  I volunteered to stay to help finish up some work with the approval of my supervisor.  How do I complete my time card?**  
   You will record your actual hours worked while the campus remained open and you will also record all time worked during the ***unscheduled closing.*** Since you were approved to work during the unscheduled closing, you should be paid any regular time worked as well as ***unscheduled closing*** time even though you are not considered an essential employee.