



# HUMAN RESOURCES

*Illinois State University*

It is our commitment to keep the University open during severe weather if at all possible. However, it is important to clarify in advance what the expectations of our employees will be in the event severe winter weather should cause difficulty traveling to campus and/or result in an Administrative Closure decision.

In the case of severe weather, the University may choose one of the following courses of action:

## **University Weather Advisory**

A University Weather Advisory will be issued when weather conditions are such that the majority of employees and students would be able to maintain their normal schedule, although some might experience difficulty with travel to and from the University and/or classes. This information will be provided to local media sources, placed on the "University News" section of the Illinois State University home page at <http://www.IllinoisState.edu>, and available by calling the University Weather HOTLINE (438-8371).

During an advisory, classes will not be cancelled, and the University will operate on a normal schedule.

Employees scheduled for work shifts subsequent to a University Weather Advisory should report to work as usual. Any employee who determines that weather or traffic conditions would prevent safe reporting for work must contact supervisory personnel in advance of her/his regular scheduled reporting time, so management will be aware that the employee will be absent from work and is not experiencing travel problems en route to campus. The employee may request supervisor approval to use available banked compensatory time (hourly employees only) or available vacation time for the time away from work.

## **Classes Cancelled Only**

A Classes Cancelled Only course of action will be taken when weather conditions are such that most students would be prevented from getting to classes safely. A decision to alter class schedules will be made and shared with the campus community by 5:30 a.m. for day classes. Evening class cancellation decisions will be made and shared by 2:30 p.m., when possible; however, because of the nature of winter storms, there may be occasions when classes will be cancelled after 2:30 p.m. This information will be provided to local media sources, placed on the "University News" section of the Illinois State University home page at <http://www.IllinoisState.edu>, and available by calling the University Weather HOTLINE (438-8371).

In the event of a Classes Cancelled Only course of action, University personnel are expected to report to work as usual. As in the case of a University Weather Advisory, each employee will individually determine if the weather is such that he or she cannot get to work safely, and the same provisions of notification to supervisors and time off requests will apply as above.

## University Lab Schools Closure Only

The Superintendent of the Laboratory Schools has the delegated authority, with approval of the Provost or his/her designee, to cancel classes at University High School and Metcalf Elementary School. The Superintendent will announce the closure directly to parents, students, and staff via *Skyward* messaging. The Superintendent will also notify local news media sources and the ISU Media Relations/News Service to make the public announcement. Each school's website will be updated immediately to announce the closure.

When the Laboratory Schools are closed but the University is open, designated building support staff are required to report to work. All other non-designated staff, under the direction of the building Principal, will not report to work unless that option is approved by the building Principal. Those employees not reporting to work will not be paid unless they use accrued vacation or compensatory time. Since the schools are required to make up the days lost for school closings, the Civil Service and Administrative Professional staff who follow the lab school academic year, as well as Faculty Associates, will have the opportunity to make up the lost time.

## Severe Weather University Administrative Closure

A Severe Weather University Administrative Closure will be declared when weather conditions are such that it would be very unsafe for students or employees to attempt to go to work or class. Only weather-essential personnel will be required to be at work.

This information will be provided to media sources, placed on the "University News" section of the Illinois State University home page at <http://www.IllinoisState.edu>, and available by calling the University Weather HOTLINE (438-8371). Employees who are scheduled to work, but do not work on the day of a Severe Weather University Administrative Closure, will be paid. Time sheets for non-exempt employees should indicate the number of hours scheduled with the time reporting code of AC. Although not required, exempt employees may record the AC day on their timesheet by using time reporting code XAC.

- In accordance with policy [3.1.6 Administrative Closings](#), hourly employees designated as weather-essential personnel who work on the day of a Severe Weather University Administrative Closure will receive an equal number of hours off, with pay, equivalent to those worked on that day and not to exceed 7.5 or 8.0 hours (whichever is applicable). Employees (or supervisors) should report this "hour for hour" compensatory time (comp time) using the time reporting code in iPeople of RTB. Hours worked beyond the standard work day are considered overtime and those additional hours should be reported as such (OVT) by the supervisor. Premium pay for these hours will be in accordance with University guidelines, FLSA Guidelines, and labor agreements. Overtime hours are not included in the hour-for-hour comp time. To access this time later when used, the employee will simply select CTU (comp time used) when reporting time in the future. Employees designated as weather-essential personnel working in areas with KRONOS timeclocks or interfaces (not iPeople) should work with supervisors to record time appropriately.
- Exempt employees designated as weather-essential personnel are expected to work without additional compensation or time off.
- Extra Help employees and Student employees are paid for hours worked only and, therefore, are not entitled to receive pay for a Severe Weather University Administrative Closure, nor do they accrue hour-for-hour comp time for time worked on closure day(s).

- Employees who are scheduled, in advance of the closure, to use vacation or sick leave should continue to report the previously approved benefit time.

### **Weather Essential Personnel**

- All departments, especially those noted below, are responsible for designating essential personnel and communicating expectations of those individuals in the event of a Severe Weather University Administrative Closure.
- Selected positions within a variety of departments (e.g. University Police Department; Emergency Management; Facilities Management; Event Management, Dining and Hospitality; Environmental Health and Safety; University Housing Services; Administrative Technologies; Office of Energy Management/Heating Plant) are designated as essential to the safe and effective operation of the campus. In the event of a Severe Weather University Administrative Closure, employees in "essential positions" will be expected to remain at work or come to work.
- Safety of employees is essential. If travel conditions exist that endanger the safety of an "essential" employee, the supervisor should be made aware of such situations immediately.

This memo will not be distributed to Student Employees and Graduate Assistants. Please share with Student Employees and Graduate Assistants as appropriate.

Employees and supervisors may direct questions to Human Resources at 438-8311.