



RUTGERS POLICY

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Policy:

ATTENDANCE DURING ADVERSE WEATHER CONDITIONS

Policy. It is the policy of the University to remain open and continue all normal operations during periods of adverse weather, and it is the obligation of all employees of the University to report to work during these periods. In rare instances of unusually dangerous weather conditions (e.g., blizzards, hurricanes, tornadoes, floods, etc.) the University may declare a "Weather Emergency" and officially close specific campuses (see Paragraph B). Employees working in emergency, security, or other essential service positions are required to report for duty during such periods.

Procedures in respect to adverse weather conditions are described below:

A. Adverse Weather - University Open.

- (1) "Inclement Weather" - University Open. "Inclement Weather" is defined as weather conditions which appear to make travel hazardous for a particular employee but are not declared by the University as a "Weather Emergency" or a "Weather Alert."

If "Inclement 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.
- (2) "Weather Alert" - University Open. A "Weather Alert" 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 "Weather Alert," it is the University's policy to remain open and to provide normal services to the fullest extent possible. A "Weather Alert" may be declared at each of the three major campus locations (New Brunswick, Newark or Camden) only by the designated authority: in New Brunswick, by the President; in Newark and Camden, by their respective Chancellors who shall notify the Senior Vice President for Finance and Administration of the starting and ending times of the alert.

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

If a "Weather Alert" 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 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, 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. Such permission will 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 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.

- (d) Delayed Opening. For the purpose of this section only, the start of the normal business day is defined as 8:30 AM, Monday through Friday.

A Delayed Opening may be declared for certain staff employees when a weather condition 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. 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. Essential Services Personnel who fail to report for, or who fail to remain on, duty may 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.
- **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.

- B. "Weather Emergency" - Campus(es) Closed. A "Weather Emergency" is defined as a period of 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; in Newark and Camden, by their respective Chancellors who shall notify the Senior Vice President for Finance and Administration of the starting and ending times of the closing.

If a campus is closed for a "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 working in emergency, security, or other essential service positions are required, unless otherwise advised, to report for duty during such periods. Essential Services Personnel who fail to report for, or who fail to remain on, duty may be docked pay and may be disciplined.

Employees eligible for overtime who are required to report to work or are required to remain on duty during a campus closing will be paid their regular pay plus time and one-half for all hours worked during that period.