

# Inclement Weather FAQ's

## Where can I find the OSU Stillwater and OSU Tulsa guidance on Inclement Weather?

- <https://hr.okstate.edu/weather>

## Who determines when an Inclement Weather closing is declared for OSU?

- The President, Executive Vice President, Provost, Vice Presidents, Chief of Public Safety, and an administrative council involved and knowledgeable in the University's functions will make the determination.

## What factors are considered in the determination to close the University?

- The safety of Students, Faculty, and Staff is our first priority. OSU takes University closings very seriously, so many factors are monitored such as these:
  - The ability of our Facilities Management and Parking/Transit organizations to maintain the roadways, parking lots, and sidewalks in the event of extreme weather conditions.
  - The road conditions in the surrounding areas.

## How do I know when an Inclement Weather closing has been declared for OSU?

- An announcement will be made through various forms of communication including, but not limited to, email, text message, automated voice call alert, and through various local private media stations.

## When would an Inclement Weather closing be declared for OSU?

- Declarations will be made as soon as the determination is made that weather conditions permit closing the University. These announcements may occur before, during, or after the work day.

## Do I have to come to work when the weather is terrible and no Inclement Weather closing has been issued?

- OSU Human Resources advises that employees do not make a decision that will jeopardize their safety. If you are unable to make it to work, you will need to communicate that at the soonest available moment with your supervisor or the next available member of your chain of command. Absences for this reason will be recorded as annual leave. If you are deemed "essential personnel" then you are expected to have alternate plans for inclement weather and disciplinary action may be taken for your inability to work during your shift in accordance with OSU policy 3-0720 *Corrective Actions and Dismissal for Staff*.
  - Supervisors should be flexible regarding staff members' needs during periods of inclement weather, especially if a long commute to and from work is involved. Nevertheless, you should consult your unit's Human Resources staff for specific guidance.

## Who receives the Administrative Leave when the University calls an Inclement Weather closing?

- Full-time benefitted employees that reported to work or had been originally scheduled to work, regardless of whether they left at the closing or stayed to continue working. The amount of administrative leave received will be dictated based on the length of the closing and the length of their shift.

**Will I be paid if I cannot make it to work on an Inclement Weather day?**

- If you have communicated to your management that you are not able to come to work on a day that an Inclement Weather closing has been called after the beginning of your shift, you will not receive administrative leave for the period. Instead, you will be required to use either sick leave, annual leave, or compensatory time, and if the appropriate leave is not available then you will be placed in leave without pay status and receive no compensation for that period of time. Use of annual, sick, or compensatory leave must be in agreement with OSU policy 3-0713 Attendance & Leave for Staff.

**Will I be paid if I perform work despite of the Inclement Weather closing?**

- If you report to work at the request of your management during and Inclement Weather closing, you will receive payment for hours worked along with Administrative leave for those hours until the end of your shift or the point that the University determines the Inclement Weather closing has ended. In order to promote a consistent and responsible method of Administrative leave compensation during these events, individual units are expected to contact their HR Consultant for clarification of University closings.
- Individuals deemed “essential personnel” will be considered to have reported to work at the direction of their management. Departments are encouraged to view the Inclement Weather Guidance for information on assigning “essential personnel.”
- If you continue to work during an event without the direct request from your management, you will receive compensation for your hours worked. You will not receive Administrative leave compensation for the hours that you continued to work during the Inclement Weather closing.

**What should I expect if my child’s school or daycare program is cancelled because of Inclement Weather and I stay home with them instead of performing work?**

- If an Inclement Weather closing has been called for the University prior to your decision to stay home with your child, then you may expect to receive Administrative leave for the duration of your shift as it would’ve normally been scheduled during the closing.
- If you make the decision to stay home prior to any University Inclement Weather closing, you will be required to use either compensatory or annual leave for your absence.

**What should I do if I know that the Inclement Weather will interfere with my ability to report to work on-time?**

- Contact your management at the soonest availability.

**How will I be paid if Inclement Weather causes a University closing?**

- You will always be paid for the work that you perform regardless of whether or not an Inclement Weather closing has occurred.

- If you're exempt, you will be paid your salary as is normal. Exempt employees who do not work during the Inclement Weather closing should record Administrative leave on their leave report.
- If you're nonexempt and work at the direction of your management during an Inclement Weather closing, you will also receive administrative leave for the time that you work during the closing.
- If the University closed for inclement weather during your shift, you will receive administrative leave for the remainder of your shift.
- If you do not report to work prior to a University Inclement Weather closing, or you communicate that you will not be reporting to work, then you will not receive administrative leave. Instead you will be expected to use sick, annual, or compensatory leave in accordance with OSU policy 3-0713 Attendance & Leave for Staff.

**Can I be allowed to work from home during a day of Inclement Weather?**

- Speak with your management prior to an Inclement Weather closing to determine whether or not an exception can be made.
- Employees who work from home without guidance from management will be subject to disciplinary action according to OSU policy 3-0720 Corrective Actions and Dismissal for Staff. Please keep in mind that an exception to work from home provided by management during an Inclement Weather closing is not considered to be an alternate work location agreement and abuse of the privilege will also be subject to disciplinary action.

**Who are the "essential personnel" and how are they designated?**

- Essential Personnel are those deemed by management necessary for continued operations despite of a University closing. They are employees who must perform duties essential to the safety, services, and maintenance of persons and/or property during extreme weather conditions. Individual units or departments will identify those individuals as are in the best interest of the business operations. Communication will be made to essential personnel to notify them of their designation as essential personnel as is outlined in the Inclement Weather Guidance provided by OSU Human Resources.

**Do employees titled "essential personnel" receive compensation for the designation?**

- The essential personnel designation was considered as a factor when determining the compensation of individuals receiving the designation. In addition, Essential personnel who report to work during Inclement Weather closures will receive administrative leave at the same rate as the time they spend working.

**Are individual campus units, organizations, or departments able to close their offices independent of the University-wide designation?**

- To close an office independent of University closure, the department or unit must receive permission from the Provost or respective appropriate University leadership. Administrative leave will only be provided in the event of a University Inclement Weather closure or as deemed appropriate by the Vice President of Administration and Finance or the President of the University.



# Banner Timekeeping for Inclement Weather

## **I'm an exempt employee, how do I report my leave for an Inclement Weather closing? [Leave Report]**

- Access your Banner Leave Report in the employee self-service portal. Exempt employees that do not work during the closing will record the appropriate amount of Administrative leave on the corresponding date of the Inclement Weather closing.

## **I'm a nonexempt employee, how do I report my time for an Inclement Weather closing? [Timesheet]**

- Access your Banner Timesheet in the employee self-service portal. You will record the appropriate amount of Administrative leave by clicking the "Enter Hours" link on the same row as the Administrative Leave heading and in the column with the date corresponding to the Inclement Weather closing. Enter the start time and the end time of your Administrative leave compensation along with appropriate comments. Questions or concerns with timekeeping should be directed to your HR/payroll administrator or to your HR Consultant.

### **EXAMPLE: I'm a nonexempt employee with a shift from 8 a.m. to 5 p.m. The University was closed for the full day. I was not required to perform work. How should I record my time?**

- Please record administrative leave in the self-service portal from 8 a.m. until 5:00 p.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Include appropriate comments.

### **EXAMPLE: I'm a nonexempt employee with a shift from 8 a.m. to 5 p.m. and I worked only until the University closed for inclement weather at 2:30 p.m. How should I record my time for the day?**

- Please record "Regular Hourly Pay" in the self-service portal from 8:00 a.m. until 2:30 p.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Record administrative leave from 2:30 p.m. until 5:00 p.m. in the timesheet and input appropriate comments.

### **EXAMPLE: I'm a nonexempt employee with a shift from 1:00 p.m. to 10:00 p.m. and I worked my shift until the University closed for inclement weather at 2:30 p.m. How should I record my time?**

- Please record "Regular Hourly Pay" in the self-service portal from 1:00 p.m. until 2:30 p.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Record administrative leave from 2:30 p.m. until 10:00 p.m., except for the period of your lunch break, in the timesheet and input appropriate comments.

### **EXAMPLE: I'm a nonexempt employee with a shift from 6:00 a.m. to 2:30 p.m. and I worked until the University closed for inclement weather which was also the end of my shift at 2:30 p.m. How should I record my time?**

- Please record "Regular Hourly Pay" in the self-service portal from 6:00 a.m. to 2:30 p.m. including your respective lunch break using the clock icon in the upper left corner of the time

reporting sheet. You will not record any administrative leave because your shift ended at the same time as the University closing.

**EXAMPLE: I'm a nonexempt employee designated "essential personnel" and I worked my shift from 7:00 a.m. until 3:30 p.m. and stayed on until 6:30 p.m. at the request of management. The University Inclement Weather closure began at 2:30 p.m. How should I record my time?**

- Please record "Regular Hourly Pay" in the self-service portal from 7:00 a.m. until 6:30 p.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Record administrative leave from 2:30 p.m. until 6:30 p.m. in the timesheet and input appropriate comments.

**EXAMPLE: I'm a nonexempt employee designated "essential personnel" and I worked my shift from 10:00 p.m. until 6:00 a.m. the next morning during the University closure which began at 2:30 p.m. How should I record my time assuming that the Inclement Weather closing occurs the day I start my shift, but the University is open for business the following morning?**

- Please record "Regular Hourly Pay" in the self-service portal from 10:00 p.m. until 6:00 a.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Record administrative leave from 10:00 p.m. until 12:00 a.m. in the timesheet and input appropriate comments.

**EXAMPLE: I'm a nonexempt employee designated "essential personnel" and I worked my shift from 10:00 p.m. until 6:00 a.m. the next morning during the University closure which began at 2:30 p.m. How should I record my time assuming that the Inclement Weather closing occurs the day I start my shift and the University remains closed the following morning?**

- Please record "Regular Hourly Pay" in the self-service portal from 10:00 p.m. until 6:00 a.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Record administrative leave from 10:00 p.m. until 6:00 a.m., except for the period of your lunch break, in the timesheet and input appropriate comments.

**EXAMPLE: I'm a nonexempt employee designated "essential personnel" and I worked my shift from 12:00 a.m. until 8:00 a.m. following the day of the University closure. In order to avoid the worst of the road conditions left as a result of the inclement weather, the University has made the call to open at 10:00 a.m. as opposed to 8:00 a.m. the same morning as my shift started. How should I record my time assuming that the Inclement Weather closing occurs the day prior to the start of my shift and the University opens late the following morning (which would be the morning I start my shift)?**

- Please record "Regular Hourly Pay" in the self-service portal from 12:00 a.m. until 8:00 a.m. including your respective lunch break using the clock icon in the upper left corner of the time reporting sheet. Record administrative leave from 12:00 a.m. until 8:00 a.m., except for the period of your lunch break, in the timesheet and input appropriate comments.