

INCLEMENT WEATHER AND OTHER UNUSUAL CONDITIONS

1. GENERAL

- a. The Reynolda Campus of Wake Forest University may be closed or its opening delayed during normal work hours due to inclement weather or other unusual conditions. Closure is expected to be infrequent and consideration will always be given to maintaining appropriate service levels in departments that provide essential services to the University community.
- b. Weather-related closings and cancellations for Wake Forest University are broadcast by radio stations WFDD (88.5 FM) and WSJS (600 AM). Employees with voicemail may receive weather and closing information by accessing their voicemail (758-4400). Employees without voicemail may receive weather and closing information by calling 758-5935 (Weather Hotline).

2. ESSENTIAL SERVICES

- a. Notwithstanding an announced Reynolda Campus closing or delayed opening, certain essential service departments or essential employees within departments, due to the critical nature of the services they provide, will need to remain open. Such essential service departments or essential employees are designated by the relevant Vice President. Employees should direct any questions about attendance and performance expectations during a delay or closure to his or her supervisor. All employees required by their supervisors to work during a delay or closure will be paid for all hours worked and shall be granted additional pay, at the straight time rate, for actual hours worked during the delay or closure. Employees who are not designated as providing “essential services” and chose to report to work prior to the time of delayed opening or when the University is closed are not entitled to additional pay.
- b. Supervisors of critical departments or employees rendering essential services, as identified by the relevant Vice President, should clearly communicate to the affected employees their work attendance requirements during severe weather or other unusual conditions, regardless of media announcements of University closings or delays. Directors/supervisors of critical departments or employees are to prepare contingency plans, keep plans updated, and communicate such plans to employees.
- c. As referred to in this policy, essential personnel denotes all employees in the Facilities Management Department and some employees in essential service departments that provide critical services including, but not limited to, University Police and Residence Life and Housing."

3. DELAYS AND CLOSURES

- a. For the purposes of this policy, a delay means that:

INCLEMENT WEATHER AND OTHER UNUSUAL CONDITIONS

(1) employees who do not work in positions designated as essential will not be expected to report to work until the time specified in the delay announcement; and

(2) classes scheduled to begin before the time specified in the delay announcement will not be held and classes scheduled to begin at or after the time specified in the delay announcement will meet as usual.

b. A closure means that the University will not be opened for the day or will be closed before the end of the regular workday. Employees will be expected to return to their normal shift or work schedule the following day, unless otherwise specified by announcements as detailed above. Employees working on shift assignments should call the weather hotline two (2) hours before the start of their shift to confirm whether the University has reopened prior to a presumed reopening at 6 a.m. on the day following an announced closure.

4. WORK SCHEDULES

a. During periods of inclement weather and other unusual conditions, both employees and supervisors should keep two (2) major goals in mind:

- (1) the safety and well-being of employees; and
- (2) the need for the University to conduct business on a regular basis.

b. During periods of inclement weather and unless a delay or closing has been announced, employees are expected to be at work as scheduled, but, as is true generally, should take reasonable and safe measures in meeting their employment obligations.

5. ABSENCES DUE TO DELAYS AND CLOSURES

a. Time off due to the announced delay or closure will be reported as paid “Administrative Leave” and shall not be considered as time worked for overtime compensation purposes. Employees on previously approved sick or annual leave or on a shift assignment not affected by the delay are not eligible for the paid administrative leave.

b. When an employee is unable to report to work at the expected time, the employee must notify his or her supervisor, explain the reason for the absence, and provide an estimated time of arrival at work. When an employee misses additional work time beyond the time announced for the delay or closure, or concludes that he or she must leave work early even when no closing has been announced, the employee shall:

- (1) make up the time missed with prior supervisor approval;
- (2) take vacation or personal leave for the missed time; or
- (3) take leave without pay for the missed time.

INCLEMENT WEATHER AND OTHER UNUSUAL CONDITIONS

Final Draft by the Director of Human Resources, January 22, 2001

Approved by the President, 2/6/2001