

Procedure Name	Timekeeping and Pay Policy Procedures During Weather Related Schedule Modifications
Responsible Division Head or VP	Senior Vice President of Student and Campus Life/Chief Health Officer and Vice President for Finance and Strategic Partnership
Responsible Department(s)	Human Resources, Controller's Office
Procedure Author(s)	HRIS and Project Manager, Payroll Coordinator, Assistant Director of Facilities, Assistant Director of Public Safety
Last Known Revision Date	N/A
Previous Version Number	N/A
Current Procedure Effective Date	11/3/2020
Current Version Number	TimekeepingandPayPolicyProceduresDuringWeatherRelated ScheduleModifications.11.03.2020.R1
Link to Related Policies	Weather Policy

PROCEDURE TEXT

No Schedule Change: If there is no schedule change, employees are expected to come to work. In cases where this is not feasible, the employee will need to talk to their supervisor to agree on a flex time option, as described below:

- Supervisors may allow their employees to telework. The employee should make sure they have submitted the "Temporary Teleworking Agreement" in Dayforce at some point in the past.
- Supervisors may allow their staff to modify their normal work schedule to accommodate weather conditions by coming into work late or leaving early and make up the lost time during the same workweek. Non-exempt employees will clock in/out during the hours they are actually working.
- Employees may elect to be paid for hours not worked by using accrued vacation or personal time leave. Employees should submit a time away from work request.
- Non-exempt employees may take hours off without pay and without the requirement of making up the time. Non-exempt employees simply would not clock in and out during the hours they will be taking without pay.

Late Opening or Early Closing: On occasions where the Weather Response Team decides it is in the best interest of the community to announce a schedule modification, employees will be paid as described below:

- **Student Workers** – should reach out to their supervisors to confirm they are not to report for their shift. Students will not be paid if their shift is canceled.

- **Exempt Employees (including exempt essential weather personnel)** - Exempt employees do not need to record anything in Dayforce. Any exempt essential weather personnel are encouraged to flex their time in the days after the weather event.
- **Non-Exempt Employees (excluding non-exempt essential weather personnel)** - Non-exempt staff will clock in upon arrival and out upon leaving. An “Emergency Closure” time away from work request must be submitted by the employee for the hours of the delay/dismissal.
- **Non-Exempt Essential Weather Personnel** - Employees should clock in and out during the times they are on campus. Supervisors will modify each employee’s timesheet to make the needed premium pay adjustments by entering an “Emergency Closure Partial Day-Worked” pay code for the hours worked during the late opening/early closure. This pay adjustment will compensate the employee an additional 0.5 times their normal hourly rate. The Facilities Director, or designee, will consult with the Director of Public Safety to determine the applicable start and end times for the weather event which warrant premium pay to the essential weather personnel and email those hours to HRIS@albright.edu, Payroll@albright.edu, and the Directors of the Essential Weather Departments.

Closure/Cancellation

- **Student Workers** – should reach out to their supervisors to confirm they are not to report for their shift. Students will not be paid if their shift is canceled.
- **Exempt Employees (including exempt essential weather personnel)** - Exempt employees do not need to record anything in Dayforce. Any exempt essential weather personnel are encouraged to flex their time in the days after the weather event.
- **Non-Exempt Employees (excluding non-exempt essential weather personnel)** - An “Emergency Closure” time away from work request must be submitted by the employee for the hours they were scheduled to work on the day of the closure.
- **Non-Exempt Essential Weather Personnel** – Employees should clock in and out during the times they are on campus. Supervisors will modify each employee’s timesheet to make the needed premium pay adjustments by entering an “Emergency Closure Full Day – Worked” pay code for the hours worked during the closure. This pay adjustment will compensate the employee an additional 1.5x their normal hourly rate. The Facilities Director, or designee, will consult with the Director of Public Safety to determine the applicable start and end times for the weather event which warrant premium pay to the essential weather personnel and email those hours to HRIS@albright.edu, Payroll@albright.edu, and the Directors of the Essential Weather Departments.

Special Situations

- **Non-Exempt Staff Normally Scheduled Outside of Business Hours** – If a non-exempt employee is normally scheduled to work in the evening or weekend, outside of core business hours, when the Weather Response Team has deemed the weather closure is still in effect, the non-exempt employees will be paid for those hours originally scheduled. Non-exempt staff in this situation should submit an “Emergency Closure” time away from work request for the hours they were normally scheduled to work. If the schedule

modification has been ended, staff scheduled to work in the evening or weekend should report to work as scheduled.

- **Non-Essential Exempt and Non-Exempt Staff REQUIRED to work** by their respective Cabinet member, during a delay/dismissal/closure, will receive pay for the hours they work during the delay/dismissal closure, as well as compensatory (comp) time for the length of the hours worked during the delay/dismissal/closure on another day. The cabinet member authorizing the required work is responsible for notifying Human Resources of the number of hours of comp time awarded.

REVISION LOG

DATE OF REVISION	MAJOR CHANGES <i>(Note: electronic copies of the former versions of the procedure must be maintained within the unit, department, or division)</i>
11/3/2020	Initial procedure document. Minor change in practice is now documented in this procedure and the Weather Policy to make sure the college is consistent across all Essential Weather Departments.
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IMPLEMENTATION AND COMMUNICATION PLAN - For decision-making purposes only. This will not appear in the Final Procedure that is posted to the Procedure Repository.

Most of the items in this procedure are currently in practice already. One minor change to a practice that is now documented in this procedure and the Weather Policy has been relayed by payroll and HR to the Director of Public Safety.