

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	11/3/2020
Previous Version Number	TimekeepingandPayPolicyProceduresDuringWeatherRelated ScheduleModifications.11.03.2020.R1
Current Procedure Effective Date	01/28/2021
Current Version Number	TimekeepingandPayPolicyProceduresDuringWeatherRelated ScheduleModifications.01.28.2021.R2
Link to Related Policies	Weather Policy Telework 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 Suspension of On-Campus Operations: On occasions where a schedule modification has been announced, 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. These employees should also clock in and out for any hours spent teleworking during the schedule modification. An “Emergency Closure” time away from work request must be submitted by the employee for the hours of the schedule modification that they did not work.
- **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 schedule modification. 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 supervisors of the Essential Weather Departments.

Full Day or Evening Suspension of On-Campus Operations

- **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)** - Employees should clock in and out for any hours spent teleworking during the schedule modification. An “Emergency Closure” time away from work request must be submitted by the employee for the hours they were scheduled to work, but were unable to, on the day of the schedule modification.
- **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 schedule modification. 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 supervisors of the Essential Weather Departments.

Special Situations

- **Staff Normally Scheduled Outside of Business Hours** –For employees normally scheduled to work in the evening or weekend, outside of core business hours, when the weather schedule modification is still in effect, the employee is expected to telework, if they are able. If able to telework, non-exempt employees should clock in and out for the hours spent teleworking. If unable to telework, employees will be paid for those hours originally scheduled. Non-exempt staff in this situation should log in to Dayforce and submit an “Emergency Closure” time away from work request for the hours they were normally scheduled to work and were unable to telework. If the schedule modification has been ended, staff scheduled to work in the evening or weekend should report to work as scheduled.

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.
1/28/2021	Updated policy to reflect language that encourages employees to telework if they are able during a suspension of on-campus operations.
Click or tap to enter a date.	

IMPLEMENTATION AND COMMUNICATION PLAN - For decision-making purposes only. This will not appear in the Final Procedure that is posted to the Procedure Repository.

Communication regarding the change to encourage employees to telework during schedule modifications will be relayed during the next weather event.