

Canceling Classes and Closing Offices

1. Who decides whether classes will be canceled, and offices will be closed?

The president, in consultation with, the executive vice president and provost, senior vice president for human resources, senior vice president for business and finance or their designees, and other vice presidents and deans as appropriate, will have the final authority to make the decision to cancel classes and/or close offices. The decision may be done on a location by location basis, e.g., Columbus campuses, regional campuses, extension offices, research stations, specific buildings etc.

2. If classes are canceled what happens?

If classes are canceled, online and distance education classed will continue unless otherwise instructed. For in-person classes faculty may use, at their discretion, alternative teaching methods see FAQ #4 below for more detail.

3. If all university offices or a campus closure is declared what happens?

When the university invokes a university closure, in most scenarios, the offices will remain closed until the beginning of the next workday, unless otherwise instructed. Faculty, staff, graduate associates, and student employees may be directed to work at an alternate location, telework (work remotely) or assigned alternate work. In cases of inclement weather, telework should be an option if there is not a need to report to a campus office (including regionals and extensions) during a closure. In these situations, employees receive their regular rate of pay. For more information on patient and clinical offices see FAQ # 6.

4. Can there be a partial closing? What will happen then?

Yes, depending on the event, a decision may be made to close specific buildings, sections of a building, or parts of campuses. If there is a partial building or campus closure, no matter what your designation may be, you should call in to your unit to receive instructions. You may be directed to work at an alternate location, telework (work remotely) or be assigned alternate work. If that happens, you will get your regular rate of pay.

5. I'm a student, what should I do if there's a closing or class cancellation? How will I know when to come back?

Faculty may use alternative teaching methods when classes are canceled, including, but not limited to, webcasts, podcasts, e-mail, and supplemental readings. If classes are canceled, unless otherwise instructed, they will resume the next day.

6. What considerations are needed for units that support patient or clinical obligations?

Upon a university closure announcement, colleges and departments are to inform students, interns, and residents of their expectations in fulfilling their regularly scheduled clinical and patient care obligations. This includes clinic rotations and individual patient care assignments. Students taking part in practicums, internships, student teaching, or other experiential learning should follow their participating organization's closing procedures.

7. What is a snow emergency, and what are the levels?

Each County's Sheriff Department is responsible for designating the level of safe driving conditions during the winter months. Each county designates their roadway conditions using the following ratings:

Level 1 – Roadways are hazardous with blowing and drifting snow. Roads are also icy. Caution should be used when driving.

Level 2 – Roadways are extremely hazardous with blowing and drifting snow. Only those persons who feel it is necessary to drive should be on the roadways.

Level 3 – Roadways are closed to all non-emergency traffic. No one should be driving in these conditions unless it is absolutely necessary to travel. Those traveling may be subject to arrest.

8. I've been designated as an essential employee, but I live in a county that has a level 3 emergency and I'm not allowed on the roads, do I still have to report to work?

If you live in a county that has a level 3 emergency, and you may work remotely if applicable, use paid time off, or compensatory time to cover your absence provided you follow your unit's call-off policies and procedures.

9. I'm a student and I live in, or must travel through, a city or county that has a Level 3 snow emergency. What should I do?

You should contact your professor to let them know that you cannot attend class due to a Level 3 snow emergency. If your attendance in the class has not been erratic, or otherwise violated any attendance policy the professor may have established, you should not be penalized for an absence from class due to a snow emergency.

10. How can I find out whether classes have been canceled or offices have been closed?

You should rely on information provided to you by the university and/or unit specific communications. You may also check local media, as well as notifications from WOSU 89.7 FM Radio or wosu.org.

How can I find out whether the university has officially re-opened?

The university is officially re-opened at the regular time established by your unit or the first shift. You should rely on information provided to you by the university and/or unit specific communications. Check the university's website (osu.edu) for announcements about when the university is closed and when it will re-open. For 24/7 operations, contact the manager and/or the unit's website to determine when to report to work.

Designations

1. What are the employee designations?

Essential, alternate, and standby. Refer to the policy for more details.

2. What factors should be considered by units when determining positions designation?

Units should ensure that they are consulting with any unit [Business Continuity](#) plan to ensure the proper positions are identified as essential. In accordance with the policy, essential designations are to ensure positions are designated as critical to the operation of the unit, whose presence is required regardless of the existence of an emergency condition, university and/or building(s) closure, or canceling of classes and whose absence from duty could endanger the safety and well-being of the campus population and/or facilities. Many positions that are designated as essential require on-site work. However, many positions that are essential also work remotely. In these cases, it is necessary that they work due to business continuity planning for the emergency condition, university and/or building(s) closure, or canceling of classes.

- a. Essential--required to support critical operations during a closure. This can be done in-person or remotely.

- b. Alternate--designated to serve as a back-up to an essential employee. Ensure alternate employees know who they serve as a back-up for. Alternate employees may also be assigned alternate work location or work remotely if necessary. See FAQ #3 and #4 above
- c. Standby--employees who may be needed to support critical operations during a closure. Standby employees may also be assigned alternate work location or work remotely if necessary. See FAQ #3 and # 4 above.

3. How do I know my employee designation?

Your unit must ensure that you have the proper designation. You will receive annual notification of your designation via Workday.

4. Can my designation be changed?

Yes, your designation can be changed based on operational necessity or circumstances of the closure. You may also be designated as essential on a situational basis e.g., only in the event of a snow emergency, or only in the event of a public health crisis. You may also switch from essential to standby based on the nature of the closure.

5. I've been designated as essential. What are my responsibilities?

Unless otherwise directed due to the nature of the closure, you must report to work, because your essential designation requires your presence to report to and remain at work. For any further guidance or direction you should contact your unit (manager or HR Business Partner/HRC) during a full or partial closure. There may be times when an essential employee must "report to work" but may do so remotely depending on the reason for the closure and as approved by their unit.

6. I'm a student, is there a student designation?

Students generally should be designated as standby. You should not be designated or utilized as essential or alternate unless it is operationally necessary based on the student position.

Responsibilities

1. I'm a unit manager or supervisor, what are my responsibilities?

- Designate operations which are essential and that will remain open or in effect during a weather or other short-term closing.
- Develop and communicate a backup plan in case essential employees are unable to report to work.
- Prepare to and make alternative work arrangements for faculty and staff during closures as feasible, depending on the nature of the event, duration, nature of work, faculty/staff position responsibilities, etc.
- Confirm with essential faculty and staff their duties and responsibilities during the weather or other short-term closing. Designate faculty and staff to perform duties as needed, which may be outside of their classification. Use the "Review Time" task and "My Team's Upcoming Time Off report on the Time and Absence Dashboard to monitor the usage of the closure codes. Ensure that employees are submitting closure codes for the correct days and using the correct closure codes.
- Review Short Term Closure Job Aid on the ARC for proper Time and Absence Closure procedures
- Work with HR Business Partner and/or HR Consultant as needed for timekeeping corrections.

2. I'm a Faculty or Staff member, or a Graduate Associate or Student Employee, what are my responsibilities?

- Check university website, radio, and television to be fully informed about the weather and university closing.
- Contact unit, manager, or chair for further instructions regarding work responsibilities
- Faculty who normally teach in- person classes must, at the beginning of the term, notify their student whether they intend to use alternative teaching methods when classes are canceled, which could include but are not limited to the using , webcasts, podcasts, email, supplemental readings etc.
- Faculty who normally teach online and distance classes, must, at the beginning of the term, notify their students that unless otherwise instructed, or unless the basis for the closure impedes the professor's ability to teach, then when a full or partial university closure occurs, classes will occur as scheduled.

3. I am an employee who teleworks, or my job does not require me to report to a location e.g., Columbus campus, regional campuses, extension offices, research stations, specific buildings, etc. what are my responsibilities during a closure?

You must communicate with your manager and to get work related responsibilities.. When, pursuant to the policy, the university makes the decision to close all or part of the Columbus campus or any of its regional campuses, then based on the reason for the closure and in most circumstances you may be expected to work if you can effectively complete your work responsibilities remotely.

4. I am a unit HR Business Partner or HR Consultant. What are my responsibilities regarding closures?

- a. Ensure that proper approvals from University Leadership are received for the closure
- b. For regional, extension, and partial closings only, submit a Service Now ticket to Payroll Time and Absence indicating the closure. Select Submit a Request and then Select Payroll Inquiry:
 - i. In the comments section clearly state that this is a Notification of Campus Closure and provide confirmation the closure was vetted in accordance with the policy.
 - ii. Provide the specific dates of the closure, closure start/end times, and areas that are impacted.
 - a. If original closure times/dates need to change, please update the original Service Now ticket.
 - iii. if an additional closure takes place this would require a new Service Now ticket.
- c. Work with unit managers and managers to designate operations which are essential and that will remain open or in effect during a weather or other short-term closing.
- d. Assist with the development of a communication backup plan in case essential employees are unable to report to work.
- e. Prepare to and make alternative work arrangements for faculty and staff during closures as feasible, depending on the nature of the event, duration, nature of work, faculty/staff position responsibilities, etc.
- f. Confirm with unit leadership that essential faculty and staff know their duties and responsibilities during the weather or other short-term closing. Designate faculty and staff to perform duties as needed, which may be outside of their regular classification

- g. Be the point person and work with both payroll and managers/employees on any timekeeping corrections that are needed
- h. Consult with Employee and Labor Relations on policy procedures and requirements. Review and share as needed available Administrative Resource Center Job Aids:
 - i. admin.resources.osu.edu/workday/workday-for-employees/short-term-closure
 - ii. admin.resources.osu.edu/workday/workday-for-managers-and-leaders/time-tracking-for-managers#correct

Compensation/Leave

1. I'm a faculty or staff member and I've been designated essential, but I cannot perform my work because of the university closure/class cancellation—will I be compensated during the closure?

Yes, as long as you cannot work due to the closure, and not due to your individual circumstances or choice, you will receive your regular base pay, at the discretion of university leadership.

2. I'm a faculty or staff member, and I had pre-approved sick/vacation time during the closure. Do I have to report to work, and if I don't have to report to work, will I be charged for using that time? Is the answer different if I'm designated as an essential employee?

No, you will not have to report to work, and the time will not be charged to the employee's vacation or sick leave account balances. Even if you are designated as an essential employee, you will still not have the time charged.

3. I'm an essential employee. What if I was required to report to work and I did not report to work, and I didn't call off properly?

If you failed to follow established unit attendance and/or call off policies and procedures, you will be subject to your unit's policy and will not be paid for the day. Employees may submit paid time off which is subject to approval by the unit, the unit determines that you have a legitimate reason why you are unable to report.

4. Can an employee who is deemed essential be granted vacation or compensatory time if they cannot make it to work because their car won't start or is stuck?

Employees who are deemed essential should try to make other arrangements to get to work if they are having transportation issues. They may be granted vacation or compensatory time to cover their absence provided they follow their unit's attendance and/or call off policies and procedures.

5. I'm an essential employee, and I work an alternate schedule, such as four 10-hour days, and I'm scheduled to work on a day the university closes. Do I get paid for the full 10 hours?

Yes, but only if you report to work. The exception to this is if you follow attendance and/or call off policies and procedures and the unit determines that you have a legitimate reason why you are unable to report.

6. I'm not an essential employee, and I did not receive approval to work. What if I report to work anyway, will I receive compensatory time?

No. The unit may tell you that the university is closed and send you home. If you are asked to remain at work, you will receive their regular base rate of pay for the hours scheduled.

- 7. Do regular exempt salaried employees earn compensatory time off if required to report to work on a day the university closes?**
No. Exempt salaried employees do not receive overtime pay and cannot accumulate compensatory time off. A [flexible work schedule](#) may be arranged for those staff required to report to work on a day the university closes.
- 8. Do regular staff who work an alternative schedule and were not scheduled to work on a day the university closes get paid for the day?**
No. If a regular full or part-time employee's schedule does not normally include the day the university closes, the employee will not be paid for the day.
- 9. I'm an alternate/standby regular staff member, and I work an alternative schedule, such as four 10-hour days, and I'm scheduled to work on a day the university closes. Do I get paid for the full 10 hours?**
Yes. You will be paid for the number of (non-overtime) hours for which you were scheduled on that day.
- 10. What happens if an employee calls in sick on a day the university closes?**
Essential employees who follow their unit's policies and procedures regarding the reporting of an absence will have the time charged to their sick time off balance. All alternative and standby employees will have their time recorded as regular hours.
- 11. If the university closes for a partial day, such as at 1:30 p.m., and I had to stay home to take care of a child/family member, or because I couldn't come in due to road conditions, how does my pay work?**
You must take paid time off or compensatory time off if applicable for your regular shift up until the 1:30 p.m. time, at which point, your time at home will be paid. However, if you are designated as an essential employee and you cannot report to work you must follow the unit's call off procedures and use vacation time to cover the remaining hours.
- 12. What if I'm on an unpaid leave of absence on a day the university closes. Will I be paid for that day?**
No. In addition, if you were scheduled to begin a leave of absence on a day the university closes, you will not be paid for the day. If you were scheduled to return to work on a day the university closes following an unpaid leave, you will be paid for the day.
- 13. Do non-exempt temporary and student employees who are not required to report to work on a day the university closes get paid for the day?**
No. They will not be paid.
- 14. Do term employees who are not required to report to work on a day the university closes get paid for the day?**
Yes, they will be paid in accordance with the compensation chart in the [policy](#).
- 15. If shift hours are adjusted based upon weather conditions, and if I only work 8 hours that day, and only a total of 40 hours that week, do I get overtime?**
No. Overtime is based on hours worked. You're only paid overtime for the hours worked over 40 hours in a week.

16. How should compensatory time off, on an hour-for-hour basis, be handled for regular non-exempt hourly employees who are required to report to work on a day the university closes?

In Workday, Nonexempt employees should select the Time Type of Short-Term Closure Worked instead of Regular on the time calendar and enter the hours worked on that day. They will see the hour for hour comp time hours automatically added as Come Time Earned. See the [Short Term Closure](#) job aid for assistance.

17. How does a non-exempt regular staff member who isn't required to come in to work on an emergency closing day get compensated?

Nonexempt employees should go to their Absence Calendar in Workday and select the Time Off type, Short-Term Closure, and enter their eligible hours based on the policy. See the [Short Term Closure](#) job aid for assistance.

18. What if a non-exempt employee works over eight hours on an emergency closing day, plus overtime for that week?

The following example demonstrates how to calculate overtime and university closing hour-for-hour compensatory time for a non-exempt essential employee:

Jordan's work hours for the week:

Monday, 8 hours

Tuesday, 8 hours

Wednesday (emergency closure day), 11 hours

Thursday, 10 hours

Friday, 10 hours

Jordan's total hours of work for the week:

40 hours of regular time pay

7 hours of overtime for the week

11 hours of hour-to-hour comp time for Wednesday, the emergency closure day.

The employee should enter the 11 hours into Workday as "Short Term Closure worked."

19. For non-exempt hourly employees who are scheduled to work on a day the university closes but who do not have to report, will hours recorded for that day count toward the total hours used to determine overtime compensation for the week?

Yes. Those hours for which the employee is paid on a day the university closes should be recorded as Short-term Closure Time Off hours and they will be treated as regular hours for all purposes.

20. Do non-exempt temporary, term, and student employees who are not required to report to work on a day the university closes get paid for the day?

No. They will not be paid.

21. If a new employee is scheduled to start work on a day the university closes, should he or she be paid for the day, or should the hire date be adjusted to the next business day?

Normally, a new employee should start work on a university common start date. If a common start date occurs on a day the university is closed due to weather, or another short-term closing reason, further guidance will be provided by Talent Acquisition Leadership on when the new employee can start their employment.

22. I am an essential employee and I used to enter both Short-Term Closure Worked and Short-Term Closure Benefit on my timesheet. I don't see the Short-Term Closure Benefit code, what should I do?

The Short-Term Closure Benefit code is now a time off that you will request on your Absence Calendar like how you request vacation, or sick time off. You will only use the Short-Term Closure Worked code on your timesheet to account for hours worked during a closure.

23. What is the difference between Short-Term Closure time off and Short-Term Closure Worked?

- Short-Term Closure time off should be used by employees who are unable to work during a closure. With this time off employees will receive their regular base pay. The Short-Term Closure Worked code should be used by eligible employees who are asked or required to report to work during a closure. With this code employees will see the hour for hour comp time hours automatically added as Come Time Earned. For further information on eligibility, please see table on page 4 of the policy. Review the Short-Term Closure Job Aid on the ARC for assistance in entering the correct code in Workday

Examples:

1. There was a snowstorm last night and campus is closed. I am a non-essential employee and was told by my manager that I do not need to report to work. How do I record this in Workday?
In this situation you would go to your Absence Calendar and request Short Term Closure time off for the day.
2. Campus is closed today due to a water main break, but I am an essential employee, and I reported to work as required. How should I record my time?
In this case you would use the Short-Term Closure Worked code on your timesheet.
3. I am a full-time essential employee, but I was only required to work 4 hours on a day campus was closed. How do I account for my hours worked and closure hours?
In this situation you would record your hours worked using the Short-Term Closure Worked code on your timesheet and then request the remaining hours not worked on the closure day on your Absence Calendar as Short-Term Closure time off. (Note: Your closure worked, and closure time off total hours should total your scheduled hours for the day).

24. Is there a way to see how I will be compensated based on my status as an exempt or non-exempt employee, relative to my designation?

For more information refer to the [policy compensation by exempt/non-exempt status chart](#).

Resources

1. Where can I obtain additional information?

Visit Weather or Other Short-Term Closings, 6.15 hr.osu.edu/wp-content/uploads/policy615.pdf.

Policy Interpretation and Support: Employee and Relations: <https://hr.osu.edu/services/elr/>

General Policy Questions: HR Connection, HRConnection@osu.edu. 614-247-myHR (6947)

Payroll questions: HR Connection, HRConnection@osu.edu 614-247-myHR (6947)