

Policy 6.15

Weather or Other Short-Term Closing

Frequently Asked Questions

The following information is provided to answer questions that may arise about Policy 6.15 – Weather or Other Short-Term Closing, found at hr.osu.edu/policy/policy615.pdf. Additional information regarding timekeeping data entry is available on the Office of the Controller, Payroll Services web site controller.osu.edu/pay/pay-home.shtm.

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

For non-exempt employees, the total hours worked on a day the university closes should be *manually added* using the earnings code CTA (Comp Time Added) in the HR System, with the following comment as an example for auditing purposes: “power outage week of MM-DD-YYYY, or “winter weather closure on MM-DD-YYYY.” Do not use the CTE (Comp Time Earned) code as it will automatically put in the time at 1½ times the hours worked.

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

	Mon	Tues	Wed	Thurs	Fri	Total Regular Hours	Overtime	Hour-For-Hour Comp Time
Hours Worked	8	8	11 (emergency closure day)	10	10	40	7	11 (from Wednesday)

2. Do exempt salaried employees earn compensatory time off if required to report to work on a day the university closes?

No. While 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. To accommodate unusual situations such as this, a unit may balance a period of an unusually heavy work schedule with a period of reduced work schedule, without regard to the number of hours worked in a particular week.

3. How is time entered into the system for non-essential employees who don’t come in to work on an emergency closing day?

The code “Reg” is used to enter the time.

4. 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 regular hours and they will be treated as regular hours for all purposes.

5. We asked a non-essential employee to report to work on a closure day, and they arrived in the afternoon. Can we give the employee the hour-for-hour compensatory time for the hours they worked?

If a standby or alternate staff member is asked to work on a day the university is closed, they are automatically changed to essential for that day. Part of the definition for both alternate and standby staff is, “Designations can be changed at any time depending on need.” Hour-for-hour compensatory time is only provided for non-exempt staff. Therefore, you should pay them as directed for essential staff.

6. Is it possible that an employee may receive overtime pay and compensatory time?

Yes. Nonexempt, essential employees that work will receive hour-for-hour compensatory time for each hour worked, including when they work over 40 hours. When they work over 40 hours, they will also receive overtime pay at the rate of time and a half.

7. 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. Pay continuation for emergency closing is a policy restricted to regular faculty, exempt staff, regular and term non-exempt staff, graduate student appointments, visiting faculty, and lecturers. The policy represents a substantial cost and is meant to define our commitment to long-term employment relationships.

8. Do employees who work an alternate schedule, such as four 10 hour days, and *are scheduled* to work on a day the university closes, get paid for the full 10 hours?

Yes. The employee is paid for the number of (non-overtime) hours they would have been scheduled to work that day. However, alternate/standby nonexempt temp or student employees will not be paid.

9. Do employees who work an alternate schedule and *were not scheduled* to work on a day the university closes get paid for the day?

No. If a full or part-time employee's schedule does not normally include the day the university closes, the employee is not paid for the day.

10. How does this policy apply to a Graduate Associate (GA) regarding stipend and hours worked?

GAs will receive their regular stipend.

11. Do employees who worked from home for the day during a closure receive compensatory time?

Non-exempt essential employees who were required to work receive hour-for-hour compensatory time, regardless of where they worked, for the hours they worked.

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

If the employee is being hired into a regular position, then the employee should be paid for the day and the hire date should not change in the HR System.

13. What happens if an employee had already requested to use vacation or sick leave for a day the university closes?

The time should **not** be charged to their vacation or sick leave balance.

14. 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 leave balance. All other employees will have their time recorded as regular hours.

15. What about essential employees who were required to report to work but did not appear or call in properly?

Essential employees in units who are required to work on a day the university closes are subject to unit policies and procedures regarding the reporting of absences during the period of an emergency closing of the university. Employees who did not follow established unit policies and procedures should not be paid for the day, unless the emergency situation prohibited them from following the established procedures.

16. 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 or work from home if they are able to do so. They may be granted vacation or compensatory time to cover their absence provided they follow their unit's call-off policies and procedures.

17. Should employees receive supplemental compensation or other previously scheduled compensation in the case of short-term closings?

Yes.

18. Should employees on unpaid leave of absence be paid for a day the university closes?

No. In addition, if an employee was scheduled to begin a leave of absence on a day the university closes, they should not be paid for the day. If an employee was scheduled to return to work on a day the university closes following an unpaid leave, they should be paid for the day.

19. Does an employee need to fill out an [application for leave form](#) for a day that the university experiences a short-term or weather closing?

Whether or not an employee has to submit an application for leave form is determined by their designation (essential, alternate, standby) and whether or not they worked. If their designation is alternate or standby, which is the vast majority of staff, there is no need to fill out a form. If their designation is essential, but they were unable to report to work, they need to do a leave form to request to use vacation or compensatory time (or sick leave if appropriate); otherwise, they will not be paid for the time they did not work.

20. How will an employee know whether she or he has been designated as essential and is required to report to work on a day the university closes?

Employees must be notified in writing of their status as essential/alternate/or standby on an annual basis.

21. What are the distinctions between the different levels of snow emergencies?

Each county 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.

22. If an employee who is deemed essential lives in a county that has a level 3 emergency and they are not allowed on the roads, are they still required to report for work?

Essential employees who cannot report to work will have the option of taking vacation or compensatory time to cover their absence provided they follow their unit's call-off policies and procedures.

23. Where can I obtain additional information?

Your questions can be answered by:

- Visiting this policy at hr.osu.edu/policy Policy 6.15
- Contacting the Office of Human Resources, Employee and Labor Relations, ohrc@hr.osu.edu, 614-292-2800
- Contacting Payroll Services, payrolloffice@osu.edu, 614-292-2311