

# Summary of Revisions to Weather or Other Short-Term Closing, 6.15 Policy Effective February 3, 2023

## Weather or Other Short-Term Closing

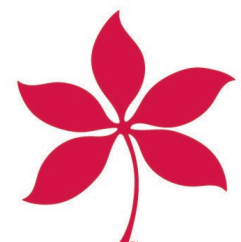
(See full revised policy at <https://hr.osu.edu/wp-content/uploads/policy615.pdf>)

### Summary of Changes

- Updates the definition of “Essential Employee” to make it clear that the word ‘presence’ applies to ‘on site or remote’ work. (Definitions, p.1)
- Updates the definition of “Short-term Closing” to add the words, “generally lasting,” before the words, “five days or less,” consistent with the opening policy statement (Definitions, p.1)
- Revises language regarding the length of a closure, and adds the following language, “Faculty, staff, graduate associates, and student employees may be directed to work at an alternate location, directed to telework (work remotely), or assigned alternate work.” (Procedure, I.G., p.2)
- Adds language that irrespective of whether an employee is designated as essential, alternate, or standby, the employee must contact their supervisors when there is a partial campus or building closure. (Procedure, II.B., p.2)
- Adds language that employees may be directed to telework during a closure. (Procedure II.C, p. 2)
- Adds language to clarify how an employee should be compensated when telework is not an option. (Procedure, II.D., p.2)
- Adds language to clarify that instructors who teach in person, online, or distance classes should notify their students of class continuance in accordance with the OAA Policies and Procedures Handbook. (Procedure, III.A, p. 3)
- Adds language to clarify what students should do when “in person” classes are not canceled, and a Level 3 snow emergency has been declared. (Procedure III.B., p. 3)
- Updates reference to the Faculty Rules. (Procedure, III.B., p.3)
- Reorganizes sentence structure related to how standby/alternate nonexempt temporary or student employees will be compensated when they work due to operational necessity and clarifies that the compensation will be paid if these employees telework or work at an alternative work location. (Procedure, VII.D., p.4)
- Updates Responsibilities Table and Resources. (pp.6-7)



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