



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-5006	Policy Title:	Inclement Weather Time Reporting and Pay Policy
Effective:	10/30/2024	Responsible Office:	Human Resources
Date Approved:	10/30/2024	Approval:	EVP and Chief Operating Officer
Replaces Policy Dated:	07/01/2021	Responsible University Official:	Chief Human Resources Officer

PURPOSE:

The purpose of this policy is to provide clarity on University payment during inclement weather days for both essential and non-essential personnel.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-5006.1 – Definitions

Essential Personnel: Employees who, due to the nature of the services they provide, are expected to physically report to work on campus during inclement weather and other situations in which the normal

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schedule is suspended. Such departments or essential employees are designated in advance by the relevant division's leader, Vice President or Academic Dean.

Non-Essential Personnel: Staff and faculty who are not expected to physically report to work on campus during an early dismissal, cancellation, or delayed opening.

HRM-5006.2 – Policy Statement

The University may alter the daily schedule if weather conditions or other emergencies make it impossible to maintain normal on-campus academic activity and business functions. In the event of inclement weather or another emergency causing an early dismissal, cancellation or delayed opening of University activities, the University will provide inclement weather pay to both essential and non-essential personnel as outlined below.

HRM-5006.3 – Non-Exempt Essential Staff

Non-exempt essential staff required to work during an early dismissal, cancellation or delayed opening will receive inclement weather pay, equivalent to their regular pay rate, in addition to regular pay.

- **Delayed Opening:** An essential non-exempt staff member whose normal workday starts before the delayed opening will be paid regular pay and inclement weather pay for each hour worked from their regularly scheduled start time through the delay.
- **Early Dismissal:** An essential non-exempt staff member required to work during the early dismissal will receive regular pay and inclement weather pay for each hour worked while University activities are canceled.

All hours physically worked (regular pay) during an inclement weather event shall be considered time worked for overtime compensation purposes.

If unforeseen circumstances prevent essential non-exempt staff from reporting to work during an early dismissal, cancellation or delayed opening, they must call in prior to the start of their shift (based on departmental guidelines for providing advance notice). If approved, pay for this time taken will be considered inclement weather pay. If there is no advance notice, then normal departmental pay procedures will apply.

HRM-5006.4 – Non-Exempt Non-Essential Staff

Non-exempt non-essential staff are not expected to physically report to work during an early closing, cancellation, or delayed opening. Inclement weather pay equivalent to an employee's regular pay rate will be paid instead of regular pay in this instance. Employees on previously approved leave will be allowed to change the previously approved leave to inclement weather pay.

In rare circumstances, non-essential, non-exempt staff may be required by their manager to work on campus or remotely to ensure that time-sensitive or urgent tasks are completed. In such circumstances, these employees will receive inclement weather pay, equivalent to their regular pay rate, in addition to their regular pay for any hours worked.

Non-exempt non-essential staff who choose to physically report to work when the University's normal on-campus schedule is suspended are not entitled to inclement weather pay but will receive regular pay. Student employees are not expected to physically report to work during an early dismissal, cancellation, or delayed opening and are not entitled to inclement weather pay.

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HRM-5006.5 – Exempt Essential and Non-Essential Employees

Exempt staff and faculty, regardless of whether they are required to be on campus during inclement weather or other situations in which the normal on-campus schedule is suspended will receive regular pay during inclement weather events.

Employees on previously approved leave will be allowed to change the previously approved leave to regular pay.

All employees

If an employee is unable to report to work at the expected time, they must notify their supervisor, explain the reason for the absence, and provide an estimated time of arrival at work.

When an employee misses additional work time beyond the time announced for the early dismissal, cancellation or delayed opening, or concludes that they must leave work early even when no cancellation has been announced, the employee shall report their time accurately as worked. Employees may take vacation time for the missed time, if they so choose. With permission from their supervisor, they may telecommute (work from home), if their work can be accomplished remotely.

Options

- make up the time missed in the same work week with supervisory approval;
- take leave for the missed time;
- take leave without pay for the missed time if other leave time is not available (non-exempt); or
- telecommute (work from home) if authorized by the appropriate supervisor.

RELATED POLICIES:

HRM-5003 Inclement Weather and Emergencies Policy

POLICY BACKGROUND:

University policy existed prior to 2007

Non-substantive revisions for clarification in 2021 for inclusion in the library.

Policy reviewed by President's Cabinet on 10/28/24 and approved on 10/30/24.

POLICY CONTACTS:

Chief Human Resources Officer