



# UNIVERSITY OF RICHMOND

## Policy Manual

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<b>Policy #:</b>	HRM-5006	<b>Policy Title:</b>	Inclement Weather Time Reporting and Pay Policy
<b>Effective:</b>	07/01/2021	<b>Responsible Office:</b>	Human Resources
<b>Date Approved:</b>	06/14/2021	<b>Approval:</b>	EVP and Chief Operating Officer
<b>Replaces Policy Dated:</b>	Prior to 2007	<b>Responsible University Official:</b>	Chief Human Resources Officer

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### PURPOSE:

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

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### 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 report to work during inclement weather and other situations in which the normal schedule is suspended. Such departments or essential employees are designated in advance by the relevant Executive Vice President, Vice President or Academic Dean.

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**Non-Essential Personnel:** Employees who are not expected to report to work during a closing, cancellation or delayed opening.

## *HRM-5006.2 – Policy Statement*

If weather conditions or other emergencies make it impossible to maintain an ordinary level of academic activity and business functions, the University may alter the daily schedule. In the event of inclement weather or another emergency which causes a delayed opening, early closure, or cancellation of University activities, the University will provide inclement weather pay to essential and non-essential personnel as outlined below.

## *HRM-5006.3 – Essential Personnel*

### Non-exempt Essential Personnel

For essential personnel required to work during a closing, cancellation or delayed opening, inclement weather pay, equivalent to an employee's regular pay rate, will be paid in addition to regular pay.

If the University has a delayed opening, an essential employee 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.

If the University has an early closing, an essential employee required to work during the closing will receive regular pay and inclement weather pay for each hour worked while University activities are cancelled.

All hours worked during an inclement weather event shall be considered time worked for overtime compensation purposes.

If there are unforeseen circumstances and essential personnel are not able to report when there is a closing, 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 as inclement weather pay. If there is no advance notice, then normal departmental pay procedures will apply.

## *HRM-5006.4 – Non-essential Personnel*

Employees who are not designated as essential personnel are not expected to report to work during a closing, cancellation or delayed opening. Inclement weather pay equivalent to an employee's regular pay rate, will be paid instead of regular pay in the event of a delayed opening, closing or cancellation. Non-essential personnel who choose to report to work prior to the time of delayed opening or when the University is closed are not entitled to inclement weather pay.

Time off due to the announced closing, cancellation or delayed opening will be reported as paid inclement weather pay and shall not be considered as time worked for overtime compensation purposes. Employees on previously approved leave will be allowed to change the previously approved leave to inclement weather time.

When an employee is unable to report to work at the expected time, the employee must notify his or her supervisor, explain the reason for the absence, and provide an estimated time of arrival at work. When an

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employee misses additional work time beyond the time announced for the closing, cancellation or delayed opening, or concludes that they must leave work early even when no cancellation has been announced, the employee shall:

- 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; or
- telecommute (work from home) if authorized by the appropriate supervisor.

## **RELATED POLICIES:**

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HRM-5003 Inclement Weather and Emergencies Policy

## **POLICY BACKGROUND:**

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University policy existed prior to 2007

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

## **POLICY CONTACTS:**

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Chief Human Resources Officer