



## **Campus Weather Closure Q & A**

### **Effective 12/22/2022**

In the event of campus or work site closure, the following is guidance as to how a closure may affect employees, some of whom are working remotely and some of whom are working at a university site.

**Q:** If I am an employee that has been working 100% remote and my campus or campus-affiliated site is closed due to weather, am I still expected to work remotely regardless of campus closure?

**A:** Yes, you would still be expected to perform the duties that could be performed remotely. Vacation leave could be requested, especially in the case of needing to care for someone whose school/place of care is closed due to the weather.

**Q:** If I am an employee that has been primarily working on campus or at a campus-affiliated site that is closed due to weather, am I expected to work remotely regardless of that closure?

**A:** You would be expected to perform any work that could be done remotely. It is expected that you will work remotely to the greatest extent possible during physical campus closures. If unable to perform your duties remotely or need to care for children, family members, or have other commitments, you can work with your supervisor to take vacation leave to accommodate needs.

**Q:** If a clinic and its employees are already setup for telehealth, is it reasonable to transition to telehealth in the event that the campus or campus-affiliated site closes and also to expect personnel to connect remotely?

**A:** Yes, but please understand that affiliate hospitals dictate whether they are open or closed and those based on offsite or affiliate hospitals/clinics are required to follow the facility decision. For CU University campus clinical activities, if the facilities are closed— they are closed to all activities. However, for CU locations it is up to the leadership/Dean for that Practice if they want to manage the facility closure through telemedicine on snow days within our facilities.

**Q:** If I am an employee working a hybrid schedule, working partly remotely and partly onsite, would I be expected to work regardless of campus closure, or would I be off during the campus closure?

**A:** Yes, you would be expected to perform the work that could be done remotely. It is expected that you will work remotely to the greatest extent possible during physical campus closures. If unable to perform your duties remotely or need to care for children, family members, or have other commitments, you can work with your supervisor to take vacation leave to accommodate needs.

**Q:** If I am essential personnel and I cannot report to work, how will I code my time?

**A:** As always, individuals designated as “essential employees” must report to their designated work sites. However, if you are essential personnel and cannot work due to inclement weather or other circumstances, you must take vacation leave.

### **Compensation/Time Entry**

- 12-month Faculty, University & Classified Staff, who are FLSA exempt from overtime and paid monthly who are not required to be in-person will perform as many of their duties remotely as feasible for the day. No special time entry is required unless vacation is requested and approved by the supervisor.
- 12-month Faculty, University & Classified Staff who are eligible for overtime, who are paid a monthly salary and unable to perform their duties remotely will be paid as normal for the day. Hours not worked will be entered as administrative leave, so overtime does not accrue. 12 month faculty, if required to work in clinical services at the hospitals and outpatient clinics must follow the requirements of those facilities. Examples:

University staff (non-essential): Production Specialist III

If an employee is unable to report to campus or report work, the time missed will be coded as admin leave. If their weekly total exceeds 40 hours, including the admin time, they will earn ATS (additional time straight) for the hours the exceed 40.

Classified staff (non-essential): Technician II

If an employee is unable to report to campus or report work, the time missed will be coded as admin leave. If their weekly total exceeds 40 hours, including the admin time, they will earn ATS (additional time straight) for the hours the exceed 40.

- 12-month Faculty, University & Classified Staff who are eligible for overtime, and paid on an hourly basis and unable to perform their duties remotely will be paid as normal for the day if scheduled to work that day. Employees must enter hours not worked as administrative leave, so overtime does not accrue. HR Business Partners must enter REG for those hours in time collection. 12-month

faculty, if required to work in clinical services at the hospitals and outpatient clinics must follow the requirements of those facilities.

- Non-salaried Employees, including student, temporary or hourly employees do not earn leave and will only be paid for hours actually worked.

## **Leave**

Employees who work during a campus closure under this policy will not receive an alternate day off. Employees who are on pre-approved leave (vacation or sick) at the time of a closure are required to use their earned leave during the closure.