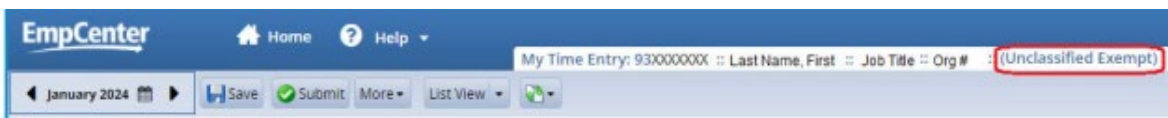


Interruptions of University Operations Related to Hazardous Conditions, Inclement Weather or Events Causing Work Curtailment

Guidance for each employment type depending on closure type and work status is provided below.

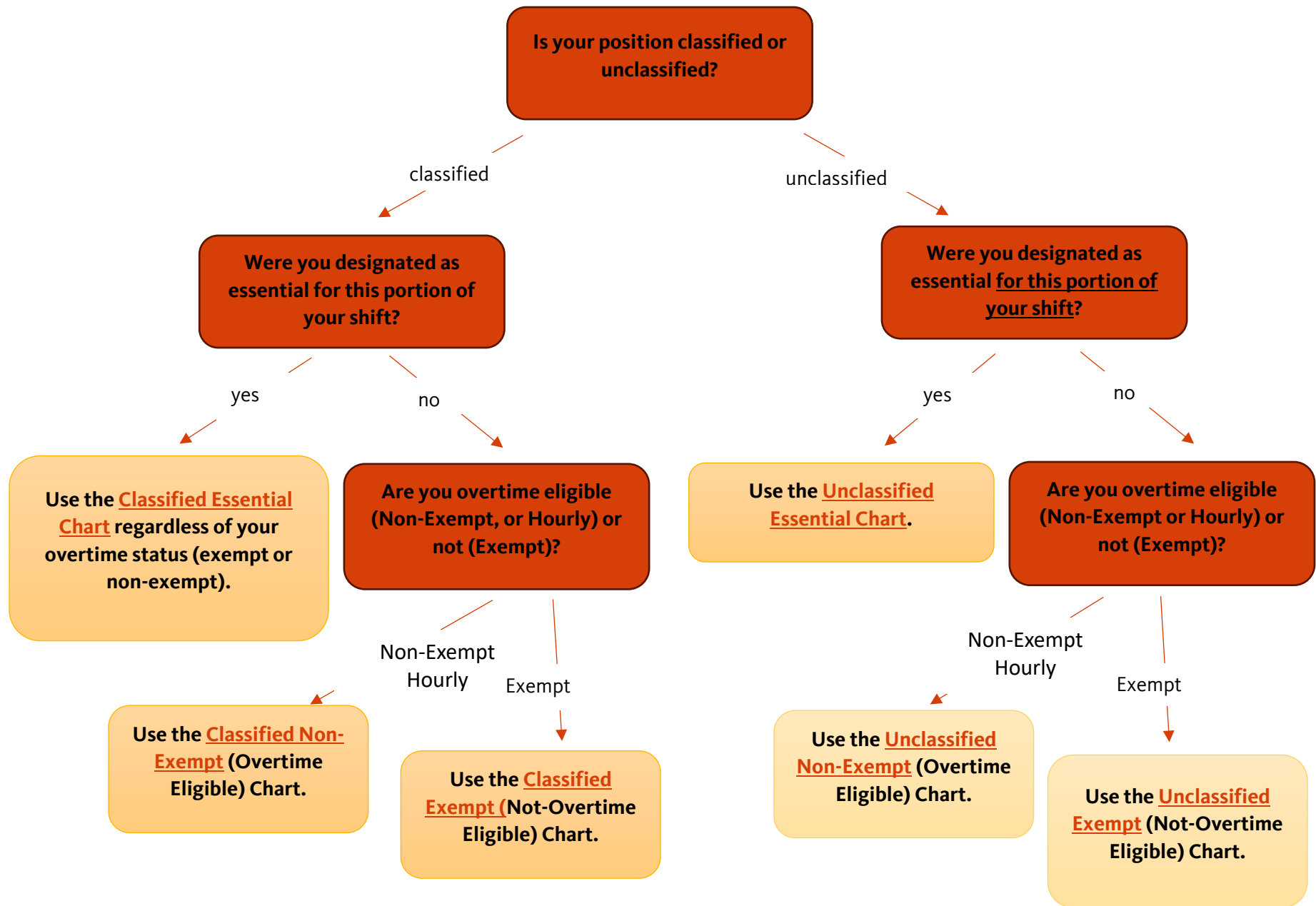
For guidance specific to employment type and essential work status, follow the chart below until a linked employment type is available. This will lead to guidance for time reporting for specific circumstances. Note: Employees may spend a portion of one shift working as “essential” and a portion of the same shift as “non-essential.” Employees must follow through the grid twice in these cases to access both sets of instructions, once for their essential time and once for their non-essential time. For general guidance for time reporting during inclement weather, visit <https://mytime.oregonstate.edu/enter-time-inclement-weather> or follow the linked resources below.

If you are unsure of your employment type or exempt or non-exempt status, your EmpCenter timesheet lists your employee type in the white line near the top of the page.



“Unclassified” in this context includes academic faculty and professional faculty, “Classified” means employees in positions represented by SEIU.

Employees on an approved leave (protected leave, vacation, or other paid leave) or on a reduced work schedule should contact their supervisor or the Office of University Human Resources for assistance.



Classified Essential (Exempt and Non-Exempt) Time-Worked

Working from home or off site is not permitted unless remote work has been established prior to an inclement weather event. Remote work cannot be required exclusively for inclement weather events or campus closures.

During **campus closures**, makeup time or use of sick leave is not permitted. Sick leave may be used only for pre-approved medical appointments/absences scheduled prior to closure. This matrix applies to regular, irregular, and flexible work schedules.

| | Reporting Time Worked and Leave Use | Accounting for Time in EmpCenter |
|------------------------------------|--|--|
| Hours worked as “Essential” | An employee designated “ Essential ” and required to report to work during a closure will be paid at 1.5 times their regular pay rate (penalty pay) during the hours/days of closure while the employee is scheduled to work. Closure leave may be combined if the employee has it available. | <p>If you are designated as an “Essential” employee and are required to report to work during a University closure you need to note the time worked during the closure as Essential Time in EmpCenter to ensure you are paid properly. Please note you will need to record essential time in addition to entering your work hours as normal (clocking, work in/out, regular hours) on your timesheet</p> <p>If you are non-exempt (can receive overtime pay) and have reached overtime status, use the code “Essential Time-During OT” when you complete your timesheet.</p> <p>https://mytime.oregonstate.edu/add-essential-time</p> <p>You may additionally use Closure Leave in addition to Essential Pay if you have it available.</p> <p>Supervisor guidance for approving or changing employee Essential Time</p> |

| | Reporting Time Worked and Leave Use | Accounting for Time in EmpCenter |
|--|-------------------------------------|---|
| | | Supervisor guidance for approving or changing Closure Leave |

Classified Non-Essential Exempt Employee

Working from home or off site is not permitted unless remote work has been established prior to an inclement weather event. Remote work cannot be required exclusively for inclement weather events or campus closures.

During **campus closures**, makeup time or use of sick leave is not permitted. Sick leave may be used only for pre-approved medical appointments/absences scheduled prior to closure.

This matrix applies to regular, irregular, and flexible work schedules.

| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|--|---|---|
| Full Work Shift or Work Day Closure | <p>Employees are required to use leave for hours of missed work if closure occurs <u>before</u> the employee reports to work and begins their shift. The employee can choose to use accrued closure leave, vacation leave, exchange time, personal leave, compensatory time, or leave without pay (LWOP). If all other leave sources are exhausted, the employee must use LWOP.</p> <p>If the employee's leave balance is insufficient to cover the absence, salary may not be docked for absences of less than one work week.</p> <p>Salary will be docked for absence of a full work week.</p> | <p>It is appropriate to use closure leave in this circumstance. See the Closure Leave FAQ or the appropriate FAQ for instructions on entering leave time on your timesheet if closure leave is not available: Classified Salaried Exempt</p> <p>Supervisor guidance for approving or changing Closure Leave</p> |



| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|--|---|---|
| Partial closure during starting hours of work shift (Delayed opening for 8-5 employees) | <p>Employees are required to use accrued closure leave, vacation leave, exchange time, or personal leave, compensatory time, or, if these leave sources are exhausted, may elect to use leave without pay (LWOP) for all hours of missed work.</p> <p>If the employee’s leave balance is insufficient to cover the absence due to closure, the employee’s salary will not be docked.</p> <p>Makeup time or use of sick leave is not permitted.</p> | <p>Closure leave for hours not worked during a closure is appropriate in this example. See the Closure Leave FAQ or, if closure leave is not available, see the appropriate FAQ for entering time on your timesheet: Classified Salaried Exempt</p> <p>Supervisor guidance for approving or changing Closure Leave</p> |
| Closure After Beginning Work Shift or Work Day | <p>If a closure occurs after the employee reports to work, the employee is paid for the remainder of their shift; use of leave or leave without pay (LWOP) is not required.</p> <p>If the employee leaves work prior to a closure, the employee is required to use accrued leave for the time between when he/she left work and the time the closure went into effect. Closure time could be used in this circumstance.</p> | <p>You will be paid for your full shift; use of leave is not required. Enter your scheduled hours as usual.</p> <p>If you left prior to the closure, enter accrued leave for the time between your departure from work and the closure going into effect You may use closure leave in this circumstance. See the Closure Leave FAQ</p> |
| University Not Closed | All regular operations time and leave policies apply. | |



Classified Non-Essential Non-Exempt

Working from home or off site is not permitted unless remote work has been established prior to an inclement weather event. Remote work cannot be required exclusively for inclement weather events or campus closures.

During **campus closures**, makeup time or use of sick leave is not permitted. Sick leave may be used only for pre-approved medical appointments/absences scheduled prior to closure.

This matrix applies to regular, irregular, and flexible work schedules.

| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|--|---|--|
| Full Work Shift or Work Day Closure | Employees are required to use leave for hours of missed work if closure occurs <u>before</u> the employee reports to work and begins their shift. The employee can choose to use accrued closure leave, vacation leave, exchange time, personal leave, compensatory time, or leave without pay (LWOP). If all other leave sources are exhausted, the employee must use LWOP. | It is appropriate to use closure leave in this circumstance. See the Closure Leave FAQ or the appropriate FAQ for instructions on entering time on your timesheet if closure leave is not available: Classified Salaried Non-exempt , Classified Hourly Supervisor guidance for approving or changing Closure Leave |



| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|--|--|--|
| Partial closure during starting hours of work shift (Delayed opening for 8-5 employees) | Employees are required to use accrued closure leave, vacation leave, compensatory time, personal leave, or, if these leave sources are exhausted, leave without pay (LWOP) for all hours of missed work due to delayed opening that occurred before the employee reported to work and began their work shift. | Closure leave for hours not worked during the closure is appropriate in this example. See the Closure Leave FAQ or, if closure leave is not available, see the appropriate FAQ for entering time on your timesheet: Classified Salaried Non-exempt , Classified Hourly . Supervisor guidance for approving or changing Closure Leave |
| Closure After Beginning Work Shift or Work Day | If a closure occurs after the employee reports to work, the employee is paid for the remainder of their shift; use of leave or leave without pay (LWOP) is not required. If the employee leaves work prior to a closure, the employee is required to use accrued leave for the time between when he/she left work and the time the closure went into effect. Closure time may be used in this circumstance. | To properly record your hours, clock out as usual before you leave. Next, go to your timesheet and select work in/out from the pay code drop down. Enter the remainder of your scheduled work hours then enter a comment such as “snow day” or “weather closure”. To see an example visit https://mytime.oregonstate.edu/enter-time-increment-weather and scroll to “If the University is CLOSED after you start your shift.” If you left prior to the closure, enter accrued leave for the time between your departure from work and the closure going into effect You may use closure leave in this circumstance. See the Closure Leave FAQ |
| University Not Closed | All regular operations time and leave policies apply. | |



Unclassified Essential

Working from home or off site is not permitted unless remote work has been established prior to an inclement weather event. Remote work cannot be required exclusively for inclement weather events or campus closures.

Makeup time or use of sick leave is not permitted. Sick leave may be used only for pre-approved medical appointments/absences scheduled prior to closure.

This matrix applies to regular, irregular, and flexible work schedules.

| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|---------------------------------|---|---|
| Time worked as Essential | An employee designated “Essential” and required to report to work during a closure will be paid at their regular pay rate during the hours/days of closure. | |

Unclassified Non-Essential Exempt

Working from home or off site is not permitted unless remote work has been established prior to an inclement weather event. Remote work cannot be required exclusively for inclement weather events or campus closures.

Makeup time or use of sick leave is not permitted. Sick leave may be used only for pre-approved medical appointments/absences scheduled prior to closure.

This matrix applies to regular, irregular, and flexible work schedules.



| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|---|---|--|
| Full Work Shift or Work Day Closure | <p>Employees are on a professional work week and are not required to use accrued vacation leave to cover the absence of a full day or more. Absence of a full work week: Salary will be docked if the leave balance is insufficient to cover the absence of a full work week.</p> <p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or leave without pay (LWOP) during the hours/day of closure.</p> | <p>If it is determined that use of leave is necessary, record time as vacation leave as usual. For instructions visit https://mytime.oregonstate.edu/how-do-i-enter-my-time-unclassified-exempt-employee</p> |
| Delayed Opening | <p>Employees are not required to use vacation leave for hours of missed work due to a delayed opening.</p> <p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> | <p>If you need to record leave time, see the appropriate FAQ time entry: Unclassified Exempt</p> |
| Closure After Beginning Work Shift or Work Day | <p>If a closure occurs after the employee reports to work, the employee is paid for the remainder of the scheduled work day; use of leave is not required.</p> <p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> | <p>For unclassified employees, you will be paid for your full shift. You do not need to enter any time on your timesheet.</p> <p>Note: if you leave during your regular shift before the university closes, you must use leave for the time between when you left and when the university officially closed. For example, if the university closed at noon, but you left at 10am, you must use 2 hours of leave from 10am-12pm.</p> |



| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|------------------------------|---|---|
| University Not Closed | All regular operations time and leave policies apply. | |

Unclassified Non-Essential Non-Exempt

Working from home or off site is not permitted unless remote work has been established prior to an inclement weather event. Remote work cannot be required exclusively for inclement weather events or campus closures.

An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.

Makeup time or use of sick leave is not permitted. Sick leave may be used only for pre-approved medical appointments/absences scheduled prior to closure.

This matrix applies to regular, irregular, and flexible work schedules.

| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|--|---|---|
| Full Work Shift or Work Day Closure | <p>Employees are required to use accrued vacation leave or compensatory time for all hours of missed work. * (* Subject to the President’s, or their designee’s, review due to unforeseen or unique circumstances.)</p> <p>If the employee’s leave balance is insufficient to cover absence, the employee will be placed on leave without pay for hours not covered by accrued leave.</p> | You must use accrued leave for the full day if the closure occurs before you report to work. Visit the appropriate FAQ for instructions on entering time on your timesheet: Unclassified Non-exempt , Unclassified Hourly |



| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|--|---|--|
| | An employee authorized to work at home or off-site is not required to use leave, compensatory time, or leave without pay (LWOP) during the hours/day of closure. | |
| Partial closure during starting hours of work shift (Delayed opening for 8-5 employees) | <p>Employees are required to use accrued vacation leave or compensatory time for all hours of missed work.</p> <p>If the employee’s leave balance is insufficient to cover the absence, the employee will record leave without pay (LWOP) for hours not covered by accrued leave.</p> <p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> | To record leave time, see the appropriate FAQ to record your time: Unclassified Non-exempt , Unclassified Hourly . |
| Closure After Beginning Work Shift or Work Day | <p>If a closure occurs after the employee reports to work, the employee is paid for the remainder of the scheduled work day; use of leave is not required.</p> <p>If the employee leaves work prior to a closure, the employee is required to use accrued leave for the time between when he/she left work and the time the closure went into effect.</p> <p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> | <p>For unclassified employees, you will be paid for your full shift. You do not need to enter any time on your timesheet.</p> <p>Note: if you leave during your regular shift before the university closes, you must use leave for the time between when you left and when the university officially closed. For example, if the university closed at noon, but you left at 10am, you must use 2 hours of leave from 10am-12pm.</p> |



| | Reporting Time Worked and Leave Use | Accounting for Time in Timesheet |
|------------------------------|---|---|
| University Not Closed | All regular operations time and leave policies apply. | |

Student Employees

Most student employees will not report to work during campus closures. If a student employee is needed during a closure, their supervisor will notify them that they will need to report to work. Students are compensated at their regular rate for the hours they work and cannot use paid sick time to cover campus closures.

Public Safety Association represented employees

All regular operations leave and compensation policies apply in the event of any university closure.