Policy 4.42
Inclement Weather

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.42 for the current version.

Responsible Official:  VP for Human Resources
Administering Division/Department:  Human Resources
Effective Date:  January 27, 2010
Last Revision:  January 28, 2010

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Overview

This policy is intended to ensure that essential University facilities and functions remain operational during inclement weather without jeopardizing the safety of employees.

Policy Details

In the event of life-threatening weather conditions, the Provost may deem it necessary to close Emory officially or delay normal reporting times. (This policy does not apply to employees of Emory Hospitals.) The inclement weather policy is in effect seven days a week. An inclement weather closure should not be viewed merely as a day off, but rather an event that is predicated by unsafe conditions. The closure is predicated on unsafe conditions outside the control of Emory, and is done so with consideration of the safety of employees and students and to keep them from experiencing undue hardship in getting to work or class.

DELAYED OPENING:
Emory will open at a specified time to be announced by 5:30 a.m. on the inclement weather line (404-727-1234). Emory's website, local radio, and television stations will be notified, although there may be delays in the on-air announcements. If it is not possible to specify an opening time, but it is expected that Emory will open at some point during the day, an announcement to this
Managers should be flexible regarding their employees’ report times, as weather conditions near the employee’s home may necessitate late arrival or the employee’s inability to report for the day.

CLOSING:
Classes, examinations and operations will be cancelled, except for essential Hospitals, Division of Animal Resources, Campus Services, Food Services, Academic and Administrative Information Technology, Network Communications, Campus Police and Yerkes employees.

It is important to note that while the University campus is closed, some business operations may continue to the extent possible and practical. As such, employees who have the access to work from home are expected to do so.

PROCEDURE
The Provost will contact the University Communications Office, who will change the message on the inclement weather line (404-727-1234), post a notice on Emory's website, and contact the local broadcast media. Due to possible delays in the media reporting the announcement, employees should call 404-727-1234 for University delayed openings or closing information.

Department heads are responsible for designating and notifying in advance the necessary staff to sustain operations during an emergency of this nature. Employees that are so designated must report to duty even in the event of an Emory closing or delayed opening.

COMPENSATION

NON-EXEMPT EMPLOYEES
Those necessary staff who are required to work, as noted above, will be paid a rate of time and one-half their base pay rate for the actual number of hours worked.

If the University closes for an entire work day, employees who are scheduled to work will be paid for their regular shift.

If the University closes for part of the work day, employees who report to work when the university opens will be paid for their entire shift. An employee who reports to work after the notification that the university campus is closed for the day, is not eligible for overtime. Any amount of the scheduled workday that the employee does not work when the university is officially open will be charged to the employee’s vacation leave balance or will be unpaid (if the employee has no leave balance).

Employees who are unable to come to work when a partial-day closure occurs
must notify their supervisors as soon as possible. With their supervisors’ approval, employees may use accrued vacation leave or a floating holiday or may work an equivalent number of hours during the remainder of the work week.

Temporary employees are only paid for hours actually worked during inclement weather.

Employees who have previously scheduled leave, such as vacation or sick during a University closure, will be considered on vacation and/or required to use sick leave. Presumably these factors that necessitate a decision to close the University, such as a concern for employee safety, don’t affect employees on vacation.

**EXEMPT EMPLOYEES**
Exempt employees will receive their regular salary. No leave balances should be reduced due to inclement weather. Employees should work with their supervisors to ensure work expectations are met.

Employees who have previously scheduled leave, such as vacation or sick during a University closure, will be considered on vacation and/or required to use sick leave. Presumably these factors that necessitate a decision to close the University, such as a concern for employee safety, don’t affect employees on vacation.

**Related Links**

Current Version of This Policy: [http://policies.emory.edu/4.42](http://policies.emory.edu/4.42)

**Contact Information**

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divisional Director, Organizational Development/Employee Relations</td>
<td>Jeanne D. Thigpen</td>
<td>404-727-7644</td>
<td><a href="mailto:persjdt@emory.edu">persjdt@emory.edu</a></td>
</tr>
</tbody>
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**Revision History**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*