

Temporary Interruption of Work (Inclement Weather)

Chancellor's Office Policy

Effective Date: October 20, 2009

Applicability

This policy applies to unrepresented unclassified employees of the Chancellor's Office.

Policy

A. Office Closures and Curtailment of Operations

Extreme or hazardous conditions that preclude or interfere with normal operations at Chancellor's Office sites may temporarily close or curtail the normal activities at an affected office site, temporarily interrupting operations and employment.

Reasons for curtailing operations or closing an office include, but are not limited to, hazardous environmental conditions due to natural or man-made causes, inclement weather, facility conditions, or other situations that pose threats to the safety of employees and the public. Closure of a campus due to staffing, financial, or other circumstances that impair normal operations, safety, or access to worksite facilities are also reasons for temporary interruption of work.

A department or division head may order closure of a facility, curtailment of operations, or reassignment of employees when normal operations are precluded.

1. Offices located on campuses automatically close upon closure of the campus when factors leading to campus closure affect Chancellor's Office sites. Where offices are not sited on campuses, the senior department or division head determines if conditions warrant closure. Generally, offices not on campuses will close when state agencies in that locale close for inclement conditions.
2. Partial closure that includes certain buildings or areas within buildings, but not the entire campus, requires a case-by-case determination of the need to close Chancellor's Office sites.

B. Notification of Closures

Employees are responsible to check for campus closures when inclement or hazardous conditions are known to exist. Campus closures are announced by local radio stations and notices can be found in the following places:

- Portland
PSU web page <http://www.pdx.edu> or campus switchboard (503) 725-3000
- Corvallis
OSU web page <http://www.oregonstate.edu> or campus information (541) 737-8000
- Eugene
UO main web page at <http://uoregon.edu> or campus switchboard (541) 346-1000
- Salem – DAS home page at <http://egov.oregon.gov/DAS/index.shtml> or (503) 373-0850

C. Reporting and Use of Leave

Supervisors are encouraged to recognize the difficulties temporary closures and work curtailment create and to permit as much flexibility as an employee's particular work allows. Whenever work can accommodate it, supervisors are encouraged to authorize employees to take work home, or to allow those involved in non-essential work to be excused.

The use of leave to cover closures is governed by federal and state wage and hour law. Possible types of leave that may be used include vacation, comp time, and leave without pay. Sick leave may only be used in the event of illness or other pre-authorized sick leave.

When hazardous, inclement or facilities conditions preclude normal operations, the following reporting and use guidelines apply.

1. When an office is closed prior to the office's normal starting time:
 - a. Employees should not report to work, unless directed otherwise.
 - b. Essential employees who are required to work during a closure are paid at the regular rate of pay during the closure. Supervisors will directly notify essential employees that they are required to report when a closure occurs.
 - c. If specifically authorized by the supervisor, or subject to a current Telework or Temporary Telework Agreement, an employee may work off-site during an office closure.
 - d. When an office is closed, accrued leave, other than sick leave, is used as follows:
 - i. An FLSA exempt employee is required to use accrued vacation leave for absences of one week or more. If leave is insufficient for absences of one week or more, the existing leave balance is used first, and any additional absence is leave without pay. Use of vacation leave or leave without pay is not required for single or partial day absences.
 - ii. An FLSA non-exempt employee is required to use accrued vacation or compensatory time for all hours of absence. If accrued leave and compensatory time are insufficient, the existing balances are used first, and any additional absence is leave without pay. With a supervisor's approval, the employee may make up missed time within the workweek of the closure, provided no overtime is incurred.
2. When an office is open for operation, but an employee does not report to work:
 - a. Employees are encouraged to consider their safety and personal responsibilities when hazardous or inclement conditions do not close their worksites. When an employee chooses not to report to work or to leave prior to the end of the regular workday, accrued leave is to be used.

- b. If specifically authorized by the supervisor and subject to a current Telework or Temporary Telework Agreement, an employee may work at an off-site location.
 - c. When an office is open for operations, accrued leave, other than sick leave, is used as follows:
 - i. An FLSA exempt employee is required to use accrued vacation for all hours of missed work. If accrued vacation is insufficient to cover an absence of longer than one week, leave without pay is required for all remaining hours.
 - ii. An FLSA non-exempt employee is required to use accrued vacation for all hours of missed work. If accrued vacation is insufficient to cover the absence, leave without pay is required for all remaining hours. Missed work may be made up only within the same week that work is missed, subject to approval by the employee's supervisor.
- 1. When an office closes after the beginning of a normal shift:
 - a. An employee who is required to leave after reporting to work is not required to use leave for the remainder of the scheduled work day, and receives full, regular pay for the day.
 - b. An FLSA non-exempt employee who leaves work prior to closure of the office, is required to use accrued leave or leave without pay for the time between when the employee left work and the closure occurred.
 - c. An FLSA non-exempt employee who reports after the office has already closed is required to use accrued leave or leave without pay for the hours the office was open prior to closure.

D. Essential and Temporary Personnel

- 1. Designated essential personnel who, by the nature of their assigned duties, are essential during a curtailment or closure of the Chancellor's Office are required to report to work. Essential personnel may work from offsite locations, subject to Temporary Telework arrangements approved by their supervisors.
- 2. Temporary employees are compensated for actual time worked.

E. Temporary Telework

Temporary Telework may be approved by a supervisor during a temporary interruption of work. Temporary Telework Agreements that include security, access, and conditions for telework are required if an employee will work at home or offsite during a temporary interruption of work.