

Emergency and Severe Weather Coverage

Section: Payroll Practices
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I. Purpose

To establish protocol and pay practices for employees providing services to the University during emergencies and/or severe weather.

II. Policy:

During emergencies affecting the University, including those during severe weather, a decision will be made to remain open, reduce services or close the University.

III. Definitions

“**Emergency**” – a situation which may impact the work or functions held on campus. The emergency may be related to weather (e.g., snow, ice, severe storms), utility outages or interruptions, or other situations, such as fire).

“**Close the University**” – classes will be cancelled, offices closed, and non-essential employees instructed not to report to campus for that day.

“**Essential Employees**” – classes of employees, typically in the campus safety and facilities departments, who will report to campus to maintain the facility. This designation will appear on the Position Description. It is expected that essential employees will remain on site for their entire scheduled shift, unless expressly excused by their supervisor. Essential employees who do not report to work may be subject to disciplinary action.

“**Reduced Services**” – some departments or areas of the University that are not fully-functioning during an emergency or inclement weather.

“**Early Release**” – the decision to send non-essential employees home prior to the regular end of their shift.

“**Delayed Start**” – the decision to delay the start of the regular work day for non-essential employees. This would typically be two hours or a 10:00 a.m. start time.

“**Non-Essential Employees**” – employees who are not involved in the day-to-day maintenance, security, or other departments necessary to the running of the campus.

“**Mass Notification System**” – maintained by Campus Safety as a means to provide information to members of the campus community in the event of an emergency.

IV. Practices and Procedures

General Information: The University will make every effort to provide all services and hold classes at Rindge or for students at the graduate centers in New Hampshire and Arizona. During emergencies, including those caused by severe weather, the following will be considered:

- Scheduled classes, exams, or student functions
- Current and future road conditions surrounding the Franklin Pierce University Campuses, including recommendations by the New Hampshire Department of Transportation
- Current and future conditions of roads, walkways, and parking areas on campus
- The expected duration and severity of the emergency, storm, or severe weather
- Availability of power and /or other utilities
- Events occurring on campus, including those sponsored by Athletics, Admissions, and outside groups
- The ability to operate on-campus shuttle services

If the campus is not closed, all employees are expected to come to the campus. If that is not possible, the employees who earn paid time off will be charged a vacation or personal day.

Temporary workers, student employees, or work study students are not covered by this policy for compensation purposes as they are only paid for actual hours worked and are not eligible to earn paid time off.

The Director of Human Resources (or designee) will monitor the emergency/weather and issue updates. Those employees designated as “essential employees” and back-up personnel must have a home phone number and/or cell/mobile phone number where they can be reached on file with their department supervisor and Human Resources.

Rindge Campus – Decision Process

If the emergency condition (e.g., severe weather, utility outage) is known prior to the normal start of the business day, the Director of Human Resources (or designee) will consult with the Rindge Dean, the senior Campus Safety Officer on duty, the Director of Facilities, and the Director of Admissions to review the emergency and the impact to the campus and any events scheduled on campus, along with consulting the master calendar.

The decision to have a delayed start, close the campus/offices, or have early dismissal will be based on information received regarding the emergency, the ability of the Facilities Department to prepare the campus and keep up with the emergency situation, and the ability to reschedule or cancel campus events. Once the decision is made, the Director of Human Resources (or designee) will implement the emergency notification process:

- Contact the President and Vice President for Finance and Administration/CFO

- Contact Campus Safety to engage the Mass Notification System
- Contact the Director of University Relations or Web Manager to update the FPU website and Facebook page, as well as e-Raven
- Contact the approved media used to notify employees and students
- In the event of an early release, the Human Resources Director (or designee) will notify the President (or designee) and members of the Senior Staff
- Faculty members who are scheduled to teach classes impacted by an early release will have the option of holding the class beyond the time of the early release by their Dean

College of Graduate and Professional Studies – Decision Process

For the College of Graduate and Professional Studies (CGPS), the Dean of CGPS will consult with the Director of Human Resources to make the decision for delayed start, closing the campus, or early dismissal in consultation with the impacted Center Director(s). Upon approval, the Center Director(s) will:

- Notify the President (or designee) and members of the Senior Staff
- Contact Campus Safety to engage the Mass Notification System
- Contact the Director of University Relations to update the FPU website and Facebook, as well as e-Raven
- Contact the approved media used to notify employees and students

Impact to University Personnel

If the campus is open for regular business and an employee elects not to come to campus, the employee will be charged for vacation or personal time corresponding to the hours they were scheduled to work. Regular business hours for the Rindge campus are 8:00 a.m. to 4:30 p.m. Monday through Friday. Temporary employees and student workers will not be compensated for hours or days the University is closed, nor will they receive pay for hours not worked.

If the campus is closed, all non-essential employees will be asked not to report to work for that day. Employees who are designated as exempt can work remotely and will receive full pay for the day. Employees who are designated as non-exempt and non-essential will receive full pay for their regular schedule for that day. Any employee who previously requested a vacation, personal, or sick day for the day the campus is closed will be charged accordingly.

For a delay in opening the campus or if the campus is closed, employees will be instructed, via the Mass Notification System, or through pre-approved media by 6:00 a.m. Employees are encouraged to participate in the Mass Notification System. Human Resources will post a list of media (e.g., radio and television stations) used in emergencies on the HR website each fall.

If an early release is recommended, employees will be dismissed prior to the end of the regular business day.

Essential Employees

Several employees, through designation on their Position Description and by nature of their work assignment, are noted as essential employees. Supervisors are responsible for notifying Human Resources of any changes to this designation. Essential employees are needed to provide essential services to students to maintain the safety and security of the campus and facilities and are expected to come to the campus to cover their regular shift or additional hours on an emergency basis. Departments covered by this designation include, but are not limited to Campus Safety, Dining Services, Facilities (EVS, grounds, and maintenance), Human Resources, Library Services, Payroll, and Residential Life.

Employee Notification Process

In the event of a closing of the campus offices, delayed start to the business day, or early dismissal, the University will activate the University Mass Notification System and update the FPU website and Facebook page. Early dismissal may also be communicated via campus-wide voice mail. Employees are encouraged to sign up for the University Mass Notification System which will provide text and/or emails when a delay or closure occurs. The link for the University Mass Notification System (FP Alerts) is https://campusweb.franklinpierce.edu/ICS/Campus_Life/FP-ALERT_Information.jnz.

Human Resources will update the HR webpage each fall to provide a list of TV and/or radio stations that make emergency announcements for the University.

Compensation

Essential non-exempt employees will be compensated for their regular work schedule at their regular hourly rate, plus any additional hours worked during the time when the campus is on delayed opening, closed, or on early release. The hours worked will be included in overtime calculations. (Note: only hours worked are included in overtime calculation; sick pay and vacation time off is not included.)

If an essential non-exempt employee elects to leave the campus prior to the end of their regular shift, they will be compensated for the hours worked. Additionally, any essential non-exempt employee who calls in sick prior to the announced delay or closing, or has a scheduled vacation or personal day, will not receive compensation for the day other than sick pay, vacation or personal time.

Non-essential non-exempt employees who elect to come to campus will be paid for the time worked and for hours during which the campus was on delay, closed or early release, not to exceed eight hours in a business day. For example, if a non-essential employee comes to campus at the regular time and the campus announces early dismissal at 2:30 p.m., the employee will receive compensation for the hours worked (8:00 a.m. to 2:30 p.m., less lunch) and for the time the campus was closed (2:30 p.m. to 4:30 p.m.) which were hours they would have normally worked. The total will not exceed eight

hours for the day (pro-rated for employees who are regularly scheduled for more or less hours during the work day, such as CGPS).

Non-essential employees who do not come to campus will be paid for hours the campus is on delay, closed or early release and may use vacation or personal time to make up the balance of hours for that day, not to exceed eight hours in a business day.

Examples:

- * An essential non-exempt employee comes in on a day that the campus is declared closed. The essential non-exempt employee will receive eight (8) hours of compensation plus compensation for the hours worked. If the employee worked 7.5 hours, they would receive 8 hours plus 7.5 hours.
- * An essential non-exempt employee has a pre-arranged vacation day prior to the declaration to close the campus. The employee will be charged a vacation day (or the number of hours regularly scheduled) for that day.
- * An essential non-exempt employee comes in on a day that the campus is declared closed. The employee works 10.5 hours while on campus. The employee will received 8 hours plus 10.5 hours.

Questions regarding this policy or process should be directed to the Director of Human Resources.