

Weather Emergency Timepro® Guidelines for Support Staff

Revised November 2007

Declared Weather Emergency

In case of weather emergencies, some employees are designated as “essential” personnel and are expected to report to work as scheduled. All employees should check with their supervisors to learn whether they are considered “essential” or not. “Non-essential” regular employees are not expected to work when a weather emergency has been declared. **Please note:** If an employee is on vacation or is taking a sick day during a weather emergency, any time off is still considered vacation or sick time.

How do I report my time?

Essential personnel...

...who “WORKED” AFTER the weather emergency was declared:

- Record the hours worked up to the time the weather emergency was declared as “NORM”
- Add another line in Timepro to reflect the hours worked after the declared weather emergency as “WEE-Weather Emergency ESSENTIAL”. These hours will be paid at two times your normal pay rate (double time).
- If your supervisor determines that your essential duties are complete and sends you home, record the remainder of your regularly scheduled hours as “WENE.”

...who “DID NOT WORK” AFTER the weather emergency was declared:

- If the weather emergency was declared before the start of your shift, and you did not report to work at all, use VAC or personal emergency (SICKP)* time for all of your scheduled hours .
- If the weather emergency was declared mid-day, record the actual hours worked (up until the emergency) as “NORM” hours. If you elect not to work after the weather emergency is declared, use VAC or personal emergency* time for your scheduled hours that fall AFTER the emergency was declared.
- If your supervisor determines that your essential duties are complete and sends you home, record the remainder of your regularly scheduled hours as “WENE.”

...who were already scheduled for a vacation day (VAC), or who were not able to report due to illness (SICK), or who voluntarily elected to not report to work due to concerns about the weather (using VAC or SICKP) should record that code for the entire day regardless of declaration of a weather emergency.

Other personnel

...who “WORKED” AFTER the weather emergency was declared:

- Record the hours worked as “NORM” hours.
- Employees will be compensated at their normal hourly rate and are not eligible for double time pay.

...who “DID NOT WORK” AFTER the weather emergency was declared:

- If the weather emergency was declared before the start of your shift, and you did not report to work at all, use “WENE” – Weather Emergency Non-Essential paycode for your scheduled hours.
- If the weather emergency was declared mid-day, record the actual hours worked up until the emergency as “NORM” hours. Record your scheduled hours after the emergency was declared as “WENE” – Weather Emergency Non-Essential hours.

...who were already scheduled for a vacation day (VAC), or who were not able to report due to illness (SICK), or who voluntarily elected to not report to work due to concerns about the weather (using VAC or SICKP) should record that code for the entire day regardless of declaration of a weather emergency.

* Personal emergency time can be used only if you have accrued sick time and you have not exceeded the two day annual allowance.

Essential employees who work during a weather emergency will receive doubletime for all hours worked. If you work more hours than your regularly scheduled hours, you will receive doubletime pay for **all** hours worked after the emergency was declared. For example, an employee is regularly scheduled to work an 8 hr shift; a weather emergency is declared before his shift begins and he actually works 10 hours, he should record 10 hours as “WEE” weather emergency essential. Essential personnel who are unable to report to work as scheduled should use vacation time or available personal emergency time.*

Employees required to work overtime during a weather emergency will receive any additional pay according to normal practices. The following hours are counted as time worked in calculating overtime during a pay period in which a weather emergency was declared:

- Paid time off for “non-essential” personnel
- Subsequent time off for “essential” personnel

Supervisors may require that casuals and short-term temporary employees report for work during weather emergencies if their jobs are considered essential. These employees will also be paid two times their normal pay rate (doubletime) for hours worked. Supervisors should use discretion in these instances determining who needs to report to work.

Severe Weather and NO Weather Emergency is declared

If Bowdoin does not declare a weather emergency, an employee, after checking with his or her supervisor, may choose not to travel or decide to leave work early because of concerns about the weather. In such cases, (s)he may

- use earned vacation time (VAC) for the remainder of the shift OR
- use a portion of available personal emergency time (SICKP) for the remainder of the shift OR
- make up the time on other days within the same week OR
- take leave without pay if applicable.

If an employee decides to leave early due to concerns about the weather, (s)he must **use the appropriate code (VAC or SICKP) for the entire remainder of the scheduled shift, regardless of declaration of a weather emergency later after the employee has left campus.**

* Personal emergency time can be used only if you have accrued sick time and you have not exceeded the two day annual allowance.