**Weather Emergency Timepro Reporting Guidelines for Support Staff**

When Bowdoin College declares a “weather emergency”, all essential personnel in open departments should report to work as scheduled. Other employees (except Casual employees) scheduled to work are not expected to report to work and will receive their regular pay. 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.

Employees who are required to work during a weather emergency may receive time off (up to the regular shift hours) with pay later. Employees required to work overtime during a weather emergency will receive overtime pay according to normal practices.

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, he or she may (1) use earned vacation time; (2) use a portion of available personal emergency time if it meets the “compelling personal need” as defined in the employee handbook; (3) make up the time on other days within the same week; or (4) take leave without pay if applicable.

The following table summarizes employee responsibilities in case of severe weather:

<table>
<thead>
<tr>
<th>IF A WEATHER EMERGENCY...</th>
<th>has been declared</th>
<th>has not been declared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential personnel in open departments...</td>
<td>Report for work as scheduled; eligible for time off; receive regular pay for hours worked; use vacation or personal emergency* time if unable to report.</td>
<td>Report for work as scheduled; use vacation or personal emergency* time if unable to report.</td>
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<tr>
<td>Other personnel... (except casuals and short-term temporary staff)</td>
<td>Do not report for work; receive regular pay for normally scheduled hours unless previously scheduled for vacation or you were not able to report to work due to illness.</td>
<td>Report for work as scheduled; use vacation or personal emergency* time if unable to report.</td>
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</tbody>
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Supervisors may require that casuals and short-term temporary employees report for work during weather emergencies if their jobs are considered essential. However, these employees are only paid for hours worked and do not receive time off with pay at a later date.

The following hours are counted as time worked in calculating overtime:
- Paid time off for staff not required to work during a weather emergency
- Subsequent time off for essential personnel required to report

* Personal emergency time can be used only if your absence meets a “compelling personal need” as defined in the employee handbook AND you have not exceeded the five day annual allowance.
How do I report my time within Timepro?

**Essential personnel...**
- who “WORKED” AFTER the weather emergency was declared:
  - Record your “worked” as “NORM”.
  - Support staff who are essential personnel and required to work during a weather emergency may receive time off with pay at a later date. In addition to recording your “worked” hours as “NORM”, add another line in Timepro as “WEB-Weather Emergency Banked”. This will track your “banked” hours; these hours can be used as paid time off at a later time. (Please note that these hours are NOT added to your vacation balance AND if you enter your hours via the time clock, your manager will need to manually add these hours in Timepro.) The compensatory time should be arranged with your supervisor. At the point you decide to use the time, record the hours as “WEU-Weather Emergency Used” and indicate the date of the emergency within the Notes field.
- who “DID NOT WORK” AFTER the weather emergency was declared:
  - Record the actual hours worked [up until the emergency] as “NORM”.
  - Use vacation or personal emergency* time for your scheduled hours that fall AFTER the emergency was declared.

**Other personnel...**
- who “WORKED” AFTER the weather emergency was declared:
  - Record your “worked” hours as “NORM”.
  - Employee is NOT due time off at a later date.
- who “DID NOT WORK” AFTER the weather emergency was declared:
  - Record your “worked” hours [up until the emergency] as “NORM”.
  - Record your scheduled hours after the emergency was declared as “WENE-Weather Emergency Non Essential”.
- who were already scheduled for a vacation day or who were not able to report to work due to illness:
  - Use vacation or sick time for the entire day.

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