Weather Emergency Guidelines  
Revised January 2017

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.

Support Staff

**Essential personnel…**

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

- Record hours worked during the weather emergency in Workday as “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 “Weather Emergency Non Essential”.

…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 Vacation or Personal Emergency 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 “Hours Worked”. If you elect not to work after the weather emergency is declared, use Vacation 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 “Weather Emergency Non Essential”.

…who were already scheduled for a vacation day, were not able to report due to illness or who voluntarily elected to not report to work due to concerns about the weather (using Vacation or Personal Emergency Time) should record that time for the entire day regardless of declaration of a weather emergency. Personnel who report to work but leave in advance of the designated start time of a declared weather emergency, should record Vacation or Personal Emergency Time in Workday for the remainder of their regularly scheduled shift.

**Other personnel…**

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

- Record the hours worked during the weather emergency as “Weather Emergency Non Essential Worked”.
- Record the hours worked outside of the weather emergency as “Hours Worked”.
- 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 “Weather Emergency Non-Essential” for your scheduled hours.
- If the weather emergency was declared mid-day, record the actual hours worked up until the emergency as “Hours Worked” time. Record your scheduled hours after the emergency was declared as “Weather Emergency Non-Essential” time.

…who were already scheduled for a vacation day, were not able to report due to illness or who voluntarily elected to not report to work due to concerns about the weather (using Vacation or Personal Emergency Time) should record that time for the entire day regardless of declaration of a weather emergency. Personnel who report to work but leave in advance of the designated start time of a declared weather emergency, should record Vacation or Personal Emergency Time in Workday for the remainder of their regularly scheduled shift.

* Personal emergency time can be used only if you have accrued sick time and you have not exceeded the two day annual allowance (prorated by FTE).
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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 casual employees report for work during weather emergencies. 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.

Administrative Staff

Generally, administrative staff is not expected to work when a weather emergency has been declared. It is not necessary to record a special time entry in Workday when you are away from work due to a weather emergency. However, if an employee is on vacation or is taking a sick day during a weather emergency, any time off should still be recorded as vacation or sick time.

Certain departments (e.g., Admissions, Student Affairs, Payroll, etc.) may determine that some or all exempt personnel are essential depending on the seasonal timing of a weather emergency and/or whether students are in residence. If exempt personnel are required to work during a weather emergency, they should consult with their manager(s) and arrange to take a comparable amount of time off at a mutually agreed upon date and time. No time off entry is required in Workday.

All Staff

In the case of severe weather when 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 to work or decide to leave work early because of concerns about the weather. In such cases, (s)he may

- use earned Vacation time for the remainder of the shift OR
- use a portion of available Personal Emergency time 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 (Vacation or Personal Emergency Time) 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 (prorated by FTE).