# Weather Emergency Guidelines
Revised April 2018

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.

## Support Staff

### Benefit eligible hourly employees:
…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.

### Essential personnel:
…who are required to “WORK” AFTER the weather emergency was declared:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>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).</td>
<td></td>
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<tr>
<td>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”.</td>
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</tbody>
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### Non-Essential personnel:
…who are NOT required to “WORK” AFTER the weather emergency was declared but continue to work:

<table>
<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>Record hours worked during the WE as “Weather Emergency Non-Essential Worked.” These hours are compensated at the normal hourly rate and are not eligible for double time pay (unless your manager makes a special request for you to work, then record “Weather Emergency Essential.”)</td>
<td></td>
</tr>
</tbody>
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### In case of weather emergencies:

* 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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**Casual hourly employees:**
- Who are required to work during a weather emergency, 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).
- No entry is required for non-worked hours.

**Student employees:**
- No entry is required for non-worked hours.

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. If a weather emergency with a delayed start time is declared and you decide not to come to work at all, use Vacation or Personal Emergency Time* for ALL of your scheduled hours.

**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, benefit eligible employees 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).