

## Changes in Operating Status Due to Inclement Weather: Guidelines for Pay Practices (Policy 8.2)

Questions about information in this communication and those not addressed here may be directed to the college/unit Human Resource representative. Workforce Policy and Labor Relations is available to consult by calling 255-6894 or 255-4652. If you have questions about time entry codes, please contact the HR/Payroll Support Desk at 255-8828 or [hrpayrollsupport@cornell.edu](mailto:hrpayrollsupport@cornell.edu).

Please be sure to check for updates on the University Operating Status at <https://emergency.cornell.edu/>. Although local and regional media may report on Cornell's operating status, please use this website as the most accurate source for timely information about Cornell's operating status.

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Pay practices outlined in these guidelines pursuant to Policy 8.2, Inclement Weather<sup>1</sup>, apply to employees whose Cornell work location (except for the Weill Cornell Medical campus) experiences a change in operating status due to inclement weather. Operating status decisions are made by the appropriate leadership at the particular Cornell work location as identified in Policy 8.2. Additional communication from Payroll Services with specific guidance for entering time in the time collection system will be sent to campus in response to actual closures.

**\*Note:** Compensation during inclement weather for employees covered by a collective bargaining agreement is subject to the provisions of their contracts.

### Guidelines at a Glance

#### Hours Scheduled but Not Worked during the University Closure

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who were scheduled to work during any hours the university was closed but who did not work due to the closure will receive paid leave at their regular hourly rate of pay for the hours they were scheduled to work during the closure. Note: This provision does not apply to non-benefits-eligible temporary or casual employees.

Exempt employees who were scheduled to work during any hours the university was closed but who did not work due to the weather conditions will receive their regular pay.

#### Hours Not Normally Scheduled and Not Worked During the University Closure

Employees who were not scheduled to work during the hours the university was closed (due to their customary schedule and unrelated to the weather) will not receive compensation for those hours.

#### Hours Worked On-Site During the University Closure

**(\*\*For work from an off-site location, see below)**

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<sup>1</sup> Policy 8.2, Inclement Weather, is located at <https://www.dfa.cornell.edu/policy/policies/inclement-weather>

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who are required to work during the university closure will be paid premium pay at 1-1/2 times their regular hourly rate for those hours worked during the closure period. In addition, those employees will receive paid-leave credit equal to the number of hours worked during the closure period. All paid leave credit must be taken by October 15 of the following calendar year in which it was earned or it will be forfeited.

Non-benefits eligible temporary and casual employees who are required to work during the university closure will be paid 1-1/2 times their regular hourly rate for those hours worked during the closure period; the paid leave credit will not apply.

Exempt employees are not covered by the premium pay and the paid leave provisions of these guidelines and as such, they will receive their regular pay during the period that covers the University closure.

### **\*\*Hours Worked During the University Closure from an Off-Site (Remote) Location**

Remote work from an off-site location during a University closure, including those staff who have a flex agreement in place, is not a campus-wide expectation, however there are instances when it may occur to fulfill University needs. Non- exempt employees who were not required to report to or remain at work, but who were required to work from an off-site (remote) location (e.g. home; on business travel) during the University closure will be paid for hours worked at their regular hourly rate of pay. Exempt employees who worked from a remote location as described above will receive their regular pay.

### **Use of Leave Time Unrelated to the Weather**

Exempt and non-exempt employees, including benefits-eligible temporary employees, who were not scheduled to work during the closure due to time off (e.g. vacation, health and personal leave) that was pre-approved and unrelated to the anticipated or actual weather conditions will be charged leave time regardless of the weather or the operating status of the University.

### **Hours Scheduled but Not Worked when the University was Open**

Exempt and non-exempt employees, including benefits-eligible temporary employees, who were scheduled, but did not work due to personal weather-related travel conditions when the University was open, may charge the time to health and personal leave or vacation (in accordance with those policies) up until the University closed. For example, if the university closed at 10:00 am and the non-exempt employee's normal schedule began at 8:00 am, they would use 2 hours of HAP or vacation from 8:00- 10:00 am and then they would receive paid leave per the above section "Hours Scheduled but Not Worked during the University Closure." This also applies to employees who did not return to work when the university re-opened due to personal weather-related travel conditions. For example, if the university re-opened at 4:00 pm and the non-exempt employee's normal schedule ends at 4:30, they would use 30 minutes of HAP or vacation time. Alternatively, and with supervisory approval, non- exempt employees may request leave without pay instead of using vacation or HAP accruals. Please be mindful that the opportunity for non-exempt staff to make up the time within the same workweek may be limited if the University closure occurs at, or toward, the end of the pay week (e.g. Tuesday or Wednesday).

Per Policy 6.9, Time Away From Work, exempt staff members should use health and personal leave or vacation in increments of ½ day or more. If the absence is less than ½ day, no accruals should be used.

### **Hours Worked When the University was Open**

All non-exempt employees who worked when the University was open should be paid for hours worked at

their regular hourly rate of pay, even if the hours worked were contiguous to the hours the University was closed.

Exempt employees will receive their regular pay.

#### **Pay Code Clarification – Workday Time Tracking (Effective January 4, 2018)**

- Time entry code “Unscheduled Closure – Remote Work” is used for individuals who worked remotely during the closing (straight time)
- Time entry code “Unscheduled Closure - Paid at 1.5x; Paid Time Off Banked at 1.0x”: used for individuals required to work during the closing (1.5 times pay and paid time off credit equal to the hours worked during the closure). Paid Time Off Credit is applied automatically when this code is used.
- Time entry code “Unscheduled Closure – Paid at 1.5x; No Paid Time Off Banked”: used for individuals required to work during the closure who are non-benefits eligible.
- Time Entry Code “Unscheduled Closure - Paid, No Work” used for individuals who were scheduled to work but did not work due to the closure
- Time Entry Code “Regular”: used for employees who worked as scheduled prior to the closing

#### **Overtime Calculation**

Hours recorded using the following pay codes are considered in any overtime calculation.

#### **Workday Time Tracking (Effective January 4, 2018)**

- Regular
- Unscheduled Closure – Remote Work
- Unscheduled Closure - Paid at 1.5x; Paid Time Off Banked at 1.0x
- Unscheduled Closure – Paid, No Work
- Unscheduled Closure – Paid at 1.5x; No Paid Time Off Banked

#### **Student Employees**

Students who work during a University closure are paid at their normal rate of pay for the hours they work. If a student isn't scheduled or is scheduled and doesn't work, they do not receive any pay.

Questions related to student employees should be directed to the Student Employment Office at 255- 5145.

11/24/2020, Division of Human Resources