



**Effective:** **DATE**  
**Last Revised:** *January 6, 2020*

**Responsible University Administrators:**  
*Vice President for Business & Finance/ CFO*

**Responsible University Office:**  
*Human Resources*

**Contact:**  
*Campus Human Resources Office*

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## **Inclement Weather Closure Pay Policy**

### **Purpose**

The University of Nebraska (NU) President, Chancellors, or their designee, have the authority to declare an inclement weather closing for their respective campus.

The intent of this policy is to define the pay practices and who is required to work during a campus closure because of inclement weather.

### **Applicability**

This policy applies to all regular, temporary, and on-call employees holding non-academic positions, including those in administrative, managerial/professional or office and service positions.

### **Authority/Responsibility**

Human Resources (HR) shall be responsible for implementing and administering this policy in a manner that is consistent with all applicable federal and state laws, as well as with NU's internal practices.

### **Policy**

Employees are grouped into one of the following categories for the purpose of this policy:

- I. Essential employees: Selected positions have been identified as essential during inclement weather closings (e.g., police officers, dining service staff, and snow removal personnel). Such personnel are made aware of this designation at the time of hiring or reassignment to a position that is considered essential during a weather closing. These employees are expected to report to and work at their assigned campus worksite.
- II. Employees with alternative worksite capabilities: Employees who have the capability to complete their work from home/ alternative worksite location as determined by their supervisor.

- III. Other employees: Employees with job responsibilities that cannot be performed at an alternative worksite location (also not designated as an Essential Employee during inclement weather) and who are consequently not required to work.
- IV. Employees Not Scheduled to Work-Employees not previously scheduled to work during a closedown will not receive any inclement weather leave.

## **Inclement Weather Pay**

### **Essential Hourly (non-exempt) Employees**

Essential employees who worked during the closedown time will be paid for the actual number of hours worked. Additionally, employees who are eligible for paid leave will receive one of the following at the department head's discretion:

**Option #1** (the pay option) - Employee will receive inclement weather pay for regularly scheduled hours in addition to pay for actual hours worked.

**Option # 2** (the time off option) – Employee may bank/save inclement weather leave in addition to pay for actual hours worked.

### **Essential Salary (exempt) Employees**

Salary/monthly paid employees will be paid for regular scheduled hours during the closedown and will receive time off (hour for hour) at a later date for the period of time they are required to work.

### **Use of Saved/Banked Inclement Weather Leave**

Saved/banked inclement weather leave not taken by June 30, of each year will expire and will not be paid out at time of separation unless the President extends this date.

### **Employees Working at an Alternative Worksite**

Employees with alternative worksite capabilities are paid for hours worked. Employees with alternative worksite capabilities are not eligible for inclement weather pay.

Employees with alternative worksite capabilities unavailable for work on an inclement weather day are required to use vacation or other applicable leave to account for any time not worked.

### **Other employees**

Employees with job responsibilities that cannot be performed at an alternative worksite and are not reassigned work to perform at an alternative worksite will be paid for the inclement weather period based on their regular pay.

### **Shift Differential**

Inclement weather pay will be paid at the employee's base rate with shift differential.

### **Employees on Paid Leave Status**

Employees who were previously scheduled for any leave during the closedown, will use their designated leave already authorized for the time (vacation/sick etc.).

Employees in a non-pay leave status will not receive any inclement weather leave or pay under this policy.

### **Non-Leave Eligible Temporary/On-Call Employees**

Temporary and on-call employees who do not receive leave benefits do not receive inclement weather leave; however, any of those employees who worked during the closedown must be paid for the hours worked.

If you have any questions, please call your campus Human Resources Department.