

# Policies and Procedures

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.2.9.</b>				
<i>CHAPTER:</i> <b>Human Resources</b>	<i>ISSUED:</i> 1971	<i>REV. A</i> 11/93	<i>REV. B</i> 12/22/97	<i>REV. C</i> 3/25/02	<i>REV. D</i> 4/13/05
<i>POLICY:</i> <b>Weather or Emergency Related Absence</b>	PAGE 1 OF 2				

## PURPOSE

The purpose of this policy is to outline procedures to be used in the event of the University closing or curtailing operations due to severe weather or other emergency situations.

## POLICY

The decision to close or delay opening of the University due to severe weather or other emergency situations rests with the President. Independent decisions may not be made at the college, school, or department level.

1. **Closing/Delayed Opening.** During severe weather (e.g., winter storms), the decision to close or delay opening the University will be made as early as possible, but not later than 6:00 a.m. The Public Relations Department will relay applicable information to the local news media. Creighton employees are advised to listen to newscasts on mornings when severe weather conditions may force the closing or delayed opening of the University. Creighton's clinical employees will check the University Weather Hotline, (402) 280-5800, to determine if the clinics are closing or delaying their opening.
2. **Curtailing Operations.** If severe weather or an emergency situation develops during the work day and creates conditions that warrant early closing of the University, Public Safety or the President's Office will notify the Vice Presidents of the decision, who will then notify employees within their respective areas of responsibility. Creighton's clinical employees will be notified by the respective supervisors if the clinics are going to close early with the rest of the University.
3. **Weather Hot Line.** Employees can access the Creighton University Weather Hot Line (280-5800) to determine the status of University operations. The recording will indicate whether the University is operating under normal conditions, closed, a delayed start or curtailment of operations.
4. **Employee Responsibilities.** In the event of severe weather or other emergency situations when the University remains open, all employees are expected to make every reasonable effort to maintain their regular work schedules, but are advised to *avoid undue risks in traveling*. Except for emergency personnel (see paragraph 6), employees who may be concerned about safety in traveling to and from work may use their own judgment whether to stay home or leave work early after consulting with their supervisors. However, they will be expected to charge the time off to vacation, accumulated holiday hours or leave without pay. Sick time may not be used for this purpose.
5. **Excused Time.** If the decision is made to close, delay opening or curtail operations, employees will charge the time off (hours not worked) to "excused time." They will not be required to make up the lost time. However, if the employee would have otherwise been absent due to a regularly scheduled day off or the use of sick and/or vacation time, excused time will not be used.

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6. **Emergency Personnel.** Some departments have employees who are required to report or remain at work regardless of severe weather or other emergency situations (e.g., Public Safety, Facilities Management, Health Sciences, etc.) Department heads will identify those employees whose presence during periods of closure is absolutely necessary. Employees who are required to work during a weather or other emergency-related closing, will be managed as follows:

<b>If the Employee is:</b>	<b>Option 1</b>	<b>Option 2</b>
<b>Paid on a monthly basis</b>	<b>X</b>	
<b>Paid on an hourly (bi-weekly basis)</b>	<b>X</b>	<b>X</b>

**Option 1:** If workloads permit, the employee may receive equivalent time off with pay equal to the number of hours actually worked up to the amount of hours the University was actually closed. The equivalent time off must be taken no later than the end of the last pay period of the current fiscal year.

**Option 2:** The employee may be paid for the hours actually worked during the period the University was closed AND record excused time on his/her timesheet for an identical number of hours within the same pay period. However, only the actual hours worked will be included when calculating overtime pay.

**Note: Managers shall determine which option will be used.**

7. **Creighton Medical Clinics.** During periods when the University is closed due to inclement weather, Creighton Medical Clinics maintain adequate staffing to provide patient care services. Therefore, information specific to the status of the Creighton Medical Clinics will be provided via the University's official weather hotline, (402) 280-5800. The procedures outlined in paragraph 6 above also apply to Creighton Medical Clinic employees.

## SCOPE

This policy applies to all benefit eligible University employees.

## ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy should be directed to the University's Human Resources Department.

## AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend, or terminate this policy at any time.