

**Subject:** Instant HR/Payroll: Top Ten Things Your Faculty/Staff Need to Know During an Inclement Weather or Emergency Incident

**Date:** Monday, February 8, 2016 at 1:18:53 PM Eastern Standard Time

**From:** Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

**To:** DEPARTMENT-CONTACTS-L@listserv.gmu.edu

### **Top Ten Things You Need to Know During an Inclement Weather or Emergency Incident**

In light of Winter Storm Jonas late last month, and the fact that winter is probably far from over, we wanted to share the HR & Payroll version of the “Top Ten Things You Need to Know During an Inclement Weather or Emergency Incident”. Please share this with your faculty and staff.

1. Your safety and the safety of your loved ones is most important.
2. Although Mason may close for an inclement weather incident or other emergency, we still have several thousand resident students on campus. Their safety and need for shelter, food, etc. is of paramount importance.
3. Keep in touch with your supervisor; if you are a supervisor, stay in touch with your staff.
4. Please read Policy #2207 Inclement Weather/Emergency Closure - <http://universitypolicy.gmu.edu/policies/inclement-weatheremergency-closure/>. This policy guides the University during closures.
5. Know who works when classes have been canceled and administrative offices are closed.
  - a. Designated employees work even when classes are canceled and administrative offices are closed. Departments will have informed you if you are designated.
  - b. Designated employees receive compensation for hours worked as well as corresponding compensatory leave equal to the number of hours worked up to 8 hours each workday during the closure. Complete your timesheet accordingly or as advised by your supervisor if your unit has departmental time.
6. If you do not work when classes have been canceled and administrative offices are closed, you still need to complete your timesheet.
  - a. If you are *non-exempt*<sup>1</sup> and salaried, you must account for your hours each workday. If you are not designated to work and do not work, use University Leave to cover the hours you would have worked (up to 8 hours per day).
  - b. If you are not designated to work, do not work, and you are *exempt*, only record leave you have taken during the pay period – including University Leave.
  - c. For details, non-exempt and exempt employees should visit “Inclement Weather Guidance” at <http://hr.gmu.edu/payroll/inclement.php> (including information for those on flexible work schedules).
  - d. Wage employees are not eligible for University Leave and are paid only for hours worked.
  - e. If the university is closed and you are not designated, please do not work unless you are approved to do so by your supervisor. Approved work is eligible for compensatory time for eligible (i.e. salaried) faculty and staff.
7. Timesheet approvers should continue to approve timesheets.

<sup>1</sup>If you do not know the difference between non-exempt and exempt, please note that non-exempt employees are overtime eligible.

- a. If you are unable to approve timesheets, please arrange to have a proxy do it for you.
  - b. Arrange a proxy in advance of needing one and ensure that your proxy knows, 1) they are your proxy and 2) when they need to back you up. For guidance on creating a proxy, please visit "How to Create a Proxy ..." at <http://hr.gmu.edu/payroll/docs/CreatingaProxy-1.pdf>.
8. Telework can be approved on a temporary basis during a University closing if approved by your supervisor. If the telework is of short duration, no agreement is necessary. Like faculty and staff on formal telework agreements, temporary teleworkers do not receive compensatory leave.
  - a. If you have a formal telework work agreement, you are expected to continue to work during a University closing if it is your telework day and you are able to do so (i.e. a regional power outage may preclude you from teleworking).
  - b. If you have a formal remote work agreement, you are expected to continue to work throughout a University closing on your days of work. Supervisors of remote workers should keep in mind that there can be incidents at the remote work location whereby an employee could receive University Leave (e.g. a hurricane or other event that disrupts power and/or the ability to work). The remote worker must have supervisor approval to take university leave and document the circumstances.
9. Sign up for Mason Alerts (<http://alert.gmu.edu>) if you have not already done so. Monitor Mason Alerts, <http://www.gmu.edu> and local media channels for changing circumstances.
10. Monitor your email if possible. It is essential during an inclement weather or emergency situation that you remain connected to your colleagues.