

EOU Inclement Weather Campus Delay, Curtailment and Closure Time Reporting Procedures

Please contact the HR Department with questions: (541) 962-3548 or hr-group@eou.edu

Classified Employees

Article 58 of the OPU-SEIU collective bargaining agreement governs inclement weather and hazardous conditions related pay for Classified Employees.

Section 2. Pay During Closures or Delays (edited for brevity and clarity)

(A) On Campus Employees. When the university's designated official provides the proper notice specified in Section 1:

- (i) an employee who is scheduled to work on campus shall be required to follow subsection (C), below.
- (ii) if the employee scheduled to work on campus reports to work on campus during a closure or reports before the indicated delayed start time, they will not be paid for reporting under Article 50, Section 14(C) [Penalty Pay].

If, after the employee has reported to work on campus for the employee's scheduled shift, the university's designated official closes campus and the employee is released from work because of inclement weather or hazardous conditions the employee shall be paid for the remainder of the employee's work shift.

(B) Telecommuting or Remote Work Employees. During a closure or delayed start, employees approved to telecommute, or employees who have the resources required to perform the work (i.e., computers, network availability, etc.) and are assigned in writing for remote work by their immediate supervisor to work during the closure or delayed start, must work their scheduled shift at straight time pay or receive approval for the use of eligible accrued leave. If the employee's health or safety inside their remote work location is similarly impacted by the same conditions that caused the closure or delayed start, the employee shall follow subsection (C), below.

(C) Employees shall be allowed access to forty-eight (48) hours of paid time to use in the event of a full campus closure or delayed start due to inclement weather or hazardous conditions. This paid time shall be known as inclement weather or hazardous conditions leave. ("LTW" on timesheets.) In the 2022-26 OPU-SEIU CBA, these 48 hours renew in July every two years. Each individual Classified employee's accrued balance of these hours decreases as paid inclement weather hours are used by the employee.

- (i) FLSA non-exempt employees.* FLSA non-exempt employees shall be authorized to use accrued vacation, compensatory time, personal leave, or to take leave without pay, to cover those scheduled hours not worked due to a closure or delayed start (and not already paid with inclement weather leave hours).

*FLSA non-exempt employees who are scheduled and required to work on campus as "essential employees" by their supervisor during a campus closure or delayed start have the option to be paid at the rate of double time-and-one half (2.5x) or one-and-one half (1.5x) for all hours worked during such period. To obtain double time-and-one half (2.5x) pay, the employee must record their scheduled shift

as inclement weather or hazardous conditions leave and record the hours they actually worked on campus during the campus closure or delayed start as overtime. When an employee depletes their inclement weather or hazardous conditions leave, or the University President declares that a form of leave other than inclement weather or hazardous conditions leave must be used, the employee will then be paid one-and-one half (1.5x) pay for all hours actually worked on campus during the campus closure or delayed start.

- (ii) FLSA-exempt employees. FLSA exempt employees will be paid in accordance with federal Department of Labor and state Bureau of Labor and Industries laws and/or regulations, and may be required to use accrued paid leave in accordance with those laws and/or regulations (when not otherwise paid with inclement weather leave paid).

There shall be no pyramiding of overtime for work performed under this Article or Article 25: Overtime.

Section 4. Additional Inclement Weather Information

When inclement or hazardous conditions exist and no closure or curtailment occurs, employees who notify their supervisor and make every reasonable effort to report to work as scheduled will be allowed to make up missed time provided they report within two (2) hours of the scheduled starting time provided such make-up work is available and such time can be scheduled so as not to encumber overtime under FLSA. Make-up provisions will not be subject to Article 25 - Overtime. Any make-up time must be performed within sixty (60) calendar days of the missed time and at rates of pay that would have prevailed except for the inclement weather.

- a. Should the University close after an employee has reported for work on campus, the employee is not required to use accrued leave for the remainder of the shift. Such time should be reported on the "LWP" line on the Time and Attendance form, noting "inclement weather" in the remarks section of the form.
 - b. When the University has not been officially closed, an employee who wishes to leave prior to the end of his/her shift must charge the time against accrued leave. Employees may not use leave without pay for this circumstance.
 - c. Should an employee leave as noted in "b." above, and the University [campus] is subsequently closed by the President, the employee should only use accrued leave for the time between when he/she left and the time when the University was closed (e.g., an employee leaves at 1:00 p.m. and the University is subsequently closed by the President at 3:00 p.m. The employee need only charge two hours against accrued leave.) For the scheduled hours not worked after the time of closure, employees should use the pay code "LTW" as long as "LTW" hours are available. When unavailable, employees are authorized the use of accrued vacation, compensatory time, personal leave or leave without pay to cover work time missed due to closure or work curtailment.
 - d. Employees who do not report for work on a day that the University opens but closes early must use accrued leave for the hours not worked before the time when the University closed. For the scheduled hours not worked after the time of closure, employees should use the pay code "LTW" as long as "LTW" hours are available. When unavailable, employees are authorized the use of accrued vacation, compensatory time, personal leave or leave without pay to cover work time missed due to closure or work curtailment.
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- e. Employees who are scheduled and required to work on campus as “essential workers” by their supervisor and who work on campus during a campus closure will be compensated at 2.5X their regular rate of pay. [See Section 2, C(i) above.]
- f. Employees who were originally scheduled to work but do not work on campus because of the closure or delay, are not assigned remote work as described in Section 2(B)], and who are not called in to work on campus as an essential employee, will be paid for the number of hours of their scheduled shift using the pay code “LTW” as long as “LTW” hours are available. When unavailable, employees are authorized the use of accrued vacation, compensatory time, personal leave or leave without pay to cover work time missed due to closure or work curtailment.

On Campus Faculty Employees

Faculty employees continue to receive their normal weekly salary during inclement weather or hazardous campus closures and delays.

Online Educator Employees

Online educator employees continue to receive their normal weekly salary during inclement weather or hazardous campus closures and delays.

Administrative Professional Employees

For all partial work week inclement weather closures:

- Exempt AP employees receive their regular weekly salary.
- Non-exempt employees:

When a nonexempt employee is already at work and has started their scheduled shift, and the campus is subsequently closed, then the employee will receive their normal wages for the remaining closed hours of their scheduled shift.

If the University is closed prior to the start of the workday and the timely notice is sent out, or there is a delayed start with timely notice, a nonexempt AP employee will be paid up to a maximum of 48 hours for “missed” time due to the inclement weather closure. After the 48 hours is depleted, the non-exempt employee must use available accrued paid leave (except sick leave) or elect unpaid time to cover the “missed” hours of the closure.

For closures lasting an entire work week:

- Exempt employees might be instructed to use available accrued paid leave (except sick leave); should their accrued leave become depleted, the exempt employee will receive their normal salary for the remaining closure time.
 - Non-exempt employees: same as partial week above.
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