

Policies and Procedures

SECTION: Administration	NO. 2.2.9.					
CHAPTER: Human Resources	ISSUED: 1971	REV. A 11/93	REV. B 12/22/97	REV. C 3/25/02	REV. D 4/13/05	REV. E 10/16/2023
POLICY: Weather or Emergency-Related Absence Pay Policy	PAGE 1 OF 3					

PURPOSE

The purpose of this policy is to outline pay procedures to be used in the event of the closure or curtailment of operations due to inclement weather or other emergency situations.

SCOPE

This policy applies to all University campuses, administrators, faculty, and staff and student workers.

DEFINITIONS

Closure – Closure is defined as ceasing of all campus operations. The University will not be opened for non-critical operations during this time.

Curtailment – Curtailment is defined as a shortened period of time when the campus or specific building operations are temporarily restricted or suspended (could be in one or more areas). For example, if one building loses electricity for the afternoon. A curtailment could also be campus-wide, depending on the situation.

Employee – For purposes of this policy, Employee is defined as employed faculty, administrators, staff, health care residents and student workers.

Excused Time – For purposes of this policy, Excused Time is defined as compensation equal to the employee's regular rate of pay. This can be used when either a campus closure or curtailment is in effect and if the employee is eligible to enter Excused Time onto the timecard per the policy guidelines listed below.

POLICY

The University President, or Designee, has the authority to declare an inclement weather or emergency-related closure or curtailment of operations. Independent decisions to close may not be made at the college, school, or department level.

University Closure or Curtailment of Operations: In the event of a campus closure or curtailment of operations, details will be communicated via Creighton Alert and reiterated in University social media channels. The Creighton Alert will specify the affected campus. All new employees are automatically enrolled to receive Creighton Alert messages to their official Creighton email and are encouraged to also provide mobile phone and/or personal email contact information at <https://my.creighton.edu/cualert/> in order to receive text or personal email alerts. Creighton's clinical employees will follow direction of their supervisor.

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

1. **Essential Emergency Operations Employees**—Some departments have employees who are vital to report to or remain on campus regardless of campus closure or curtailment of operations (e.g., Public Safety, Facilities Management, Creighton Clinics, Animal Resource Facility, etc.). Department heads will identify those employees whose presence during periods of closure or curtailment is absolutely necessary to ensure the continued and safe operation of the University. Compensation will be paid as follows:

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- a. Essential emergency operations hourly (bi-weekly paid) employees will be paid for the actual number of hours worked. Additionally, this employee category is eligible to enter “Excused Time” onto the timesheet for an additional number of hours equal to the number of hours worked during a closure/curtailment, which would equate to pay at double-time.
 - b. Essential emergency operations salaried exempt (monthly-paid) employees will be paid for the regular scheduled hours during the curtailment and will receive future time off for the amount of hours worked during the closure, at the leader’s discretion.
2. **Employees with Remote or Alternative Worksite Capabilities**—Employees who have the capability to complete their work from home/an alternative worksite location during a closure or curtailment, as determined by their supervisor:
 - a. Employees with remote or alternative worksite capabilities are expected to maintain their normal schedule and are paid for hours worked. These employees are not eligible for Excused Time.
 - b. Employees with remote or alternative worksite capabilities unavailable for work during a closure or curtailment are required to use vacation or other applicable leave to account for any time not worked.
3. **Employees with job responsibilities that cannot be performed remotely**—Employees with jobs that cannot be performed remotely or at an alternative worksite during a closure or curtailment, who are also not designated as Essential Emergency Operations Employees, and who are consequently not required to work.
 - a. Employees with job responsibilities that cannot be performed remotely or at an alternative worksite will be allowed to clock “Excused Time” for the amount of regularly scheduled hours not worked (i.e., scheduled time not worked will be paid like worked time in these instances). Excused Time is paid at the employee’s regular hourly rate or can be banked for future use. If banked, Excused Time must be used by the end of the current fiscal year (June 30) and is tracked by the leader.
4. **Other—Employees not scheduled to work on the day of the closure or curtailment, employees on paid-leave status, temporary employees, student workers, employees located at another campus, health care facility or contracted location**—Employees not previously scheduled to work during a closure or curtailment (due to vacation, sick or paid leave), temporary employees, student workers, employees who work at a different campus than where the closure or curtailment of operations takes place and/or residents and medical faculty working offsite at an affiliated hospital or clinic.

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- a. **All employees who are not scheduled to work during a closure or curtailment due to a regularly scheduled day off** will not receive or be eligible for Excused Time (Example: Employee on a 4 day/10 hour schedule who is regularly scheduled off on the day of closure or curtailment is not eligible to receive Excused Time).
- b. **Employees who are on a paid leave status**—Employees who were previously scheduled for any leave or time off during the closure or curtailment will use their designated leave already authorized for the time (e.g., family medical leave, vacation, sick, holiday, etc.). Employees in a nonpaid leave status will not receive any Excused Time under this policy.
- c. **Temporary employees and student workers** who do not receive benefits are not eligible to receive Excused Time during closure or curtailment of operations. Temporary employees and student workers working in an “Essential Emergency Operations” area will be paid for actual hours worked during a closure or curtailment.
- d. **Employees who work at a different campus than where the closure or curtailment is located**—Excused Time is only allowed for employees who are eligible per the guidelines stated above in the policy and who are associated to the specific campus that is impacted (e.g., Phoenix-based employees would not be allowed Excused Time if closure or curtailment is on the Omaha campus).
- e. **Employees Working at an Affiliated Health Care Facility or Contracted Location**—Employees working at an affiliated health care facility, or another contracted location will follow the guidance of that facility.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy should be directed to the employee’s Leader or the University’s Human Resources Department. For further guidance, refer to the Frequently Asked Questions on Human Resources’ website at <https://creightonuniv.sharepoint.com/sites/HumanResourcesIntranet/SitePages/Weather-or-Emergency-Related-Absence-FAQs.aspx>.

AMENDMENTS OR TERMINATION OF THIS POLICY

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