

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO: 1:02:06

DATE: May 1, 1987

REVISION/REVIEW DATES: Feb 1997, May 1997, Aug 2008, Aug 2011, Mar 2014

**SUBJECT: Classified Employee Absences Because of Inclement Weather and
Emergency Call Back**

APPROVED: William A. Meehan, President

PURPOSE

The purpose of this policy is to delineate the circumstances in which classified employees will be excused from work due to weather conditions.

POLICY

Inclement Weather

Even during inclement weather, the University never completely closes. Therefore, the University (the President and the VPs) will designate certain classified positions as essential to providing services to the University community. Essential positions will need to be at their assigned duties during inclement weather.

A decision to close all non-essential University operations will be made by the President or a designee with input from the Vice Presidents and the Director of Public Safety.

Classified employees who are absent due to an authorized closing for an entire shift will be paid for such absence. To qualify for payment, employees must work the scheduled day before and after closing, or be on approved paid leave. Employees absent both days and not otherwise qualifying may use annual leave.

When inclement weather results in partial shift closings (e.g. late openings or early closings) employees will be paid for a full shift. To qualify for payment, employees must work all or part of the work schedule not affected by the closing.

When inclement weather creates transportation difficulties for classified employees that result in

late arrival of classified employees, the employees will be paid for up to one hour.

If because of inclement weather, an employee wishes to leave the University before their normal shift is complete, he/she may do so with the approval of the supervisor with the understanding that the time away from work will be charged to annual leave or compensatory time.

An employee whose day falls on a day the University is closed due to inclement weather will not be credited with compensatory time.

An employee whose off day falls on a day the University is closed due to inclement weather will not be credited with compensatory time.

Emergency Call Back

When an employee has left the work site and is called back by management to work before or after completing the regular work schedule and upon leaving the premises, the employee shall be paid for time actually worked until return, or a minimum of two (2) hours, whichever is greater. In accordance with the Fair Labor Standards Act (FLSA), travel time from the home location to the primary work site is not compensable. The portion of the two hours call back compensation that is guaranteed but not worked does not count toward overtime. Emergency call back time actually worked will count towards determining overtime.

RESPONSIBILITY

The policy is the responsibility of the Vice President for Finance and Administration.

EVALUATION

The policy will be reviewed by the Chief Human Resources Officer biennially.