

## **Timesheet instructions for Adverse Weather - Non-Exempt employees:**

All instructions below are applicable as long as the employee is not out on sick or vacation during the adverse days. If the employee is sick or out on vacation, then the employee must use that leave regardless of Condition Status.

### **Condition 1:**

#### **Non-Mandatory employee – works**

University is open, and employees are expected to work. If the employee works remote (with supervisor pre-approval) or physically reports to work, then the employee will record hours as worked like normal.

#### **Non-Mandatory employee – does not work**

University is open, non-mandatory employees are expected to work but may be approved to work remote (prior supervisory permission). Employees must account for hours missed as a result of Condition 1. Employees must use comp-time (if available) before anything else. To do this, check the web-leave system. If comp-time is available, use the number of hours available in the corresponding comp-time column and row on the timesheet to account for the hours missed. If no comp-time is available, the employee is not automatically entitled to make-up the work, this is up to the discretion of the supervisor based on business need. If supervisor approves make-up time, the employee has 90 days to make up the missed work. To account for make-up time on the timesheet, the employee will place the number of hours missed in the “Adverse Weather” column for the corresponding work week. Those hours missed will also automatically appear on the Adverse Weather box (bottom right) of the timesheet. Then the employee must submit a leave request in the Web-Leave system for hours missed. If an employee makes up the hours in another week, they will simply record all hours worked in the normal fashion. This will automatically trigger “Extra Time” or “Comp Time” earned for the month. You will use those hours to offset the Adverse Weather Make-up hours. To do this, you will record the extra hours earned in the web leave system but then additionally put in a second entry to reduce the Adverse Leave. On the timesheet, ensure that you list those hours in the Adverse Weather box under “Made up this month”. If the supervisor does not authorize make-up time, then the employee must use Annual, Bonus, or Leave Without Pay to account for the hours missed.

#### **Mandatory employee – works**

University is open, the employee is required to physically report to work and does so, they will record time as normal.

#### **Mandatory employee – does not work**

The university is open, if the employee is required to work and does not, then the employee maybe subject to disciplinary action and must account for time missed. To account for time, please see “Condition 1, Non-Mandatory employee – does not work” above.

## **Condition 2:**

### **Non-Mandatory employee – works**

University is on suspended operations and non-mandatory employees are NOT to report to work. Employees may be eligible to work remote (with supervisor pre-approval). If an employee works then the employee will record hours as normal. No Earned Time off is allowed for non-mandatory employees whether they worked remote or on-site. Disciplinary action may result if employee is told not to report to work but does so anyway.

### **Non-Mandatory employee – does not work**

University is on suspended operations, non-mandatory employees are NOT to report to work but may be approved to work remote (see above). Employees must account for hours missed as a result of Condition 2. Employees must use comp-time (if available) before anything else. To do this, check the web-leave system. If comp-time is available, use the number of hours available in the corresponding comp-time column and row on the timesheet to account for the hours missed. If no comp-time is available, the employee is not automatically entitled to make-up the work, this is up to the discretion of the supervisor based on business need. If supervisor approves make-up time, the employee has 90 days to make up the missed work. To account for make-up time on the timesheet, the employee will place the number of hours missed in the “Adverse Weather” column for the corresponding work week. Those hours missed will also automatically appear on the Adverse Weather box (bottom right) of the timesheet. Then the employee must submit a leave request in the Web-Leave system for hours missed. If an employee makes up the hours in another week, they will simply record all hours worked in the normal fashion. This will automatically trigger “Extra Time” or “Comp Time” earned this month. You will use those hours to offset the Adverse Weather Make-up hours. To do this, you will record the extra hours earned in the web leave system but then additionally put in a second entry to reduce the Adverse Leave. On the timesheet, ensure that you list those hours in the Adverse Weather box under “Made up this month”. If the supervisor does not authorize make-up time, then the employee must use Annual, Bonus, or Leave Without Pay to account for the hours missed.

### **Mandatory employee – works**

University is on suspended operations, the employee is required to physically report to work and does so, they will record time as normal. Additionally, the hours in which the university is under Condition 2 and the employee is required to physically work on campus, you will list those hours also in the “Other” column on the timesheet. Recording the hours worked and additionally recording hours eligible under “Other” will result in “extra time” being earned (this is ETO earned for being mandatory and reporting to work).

*NOTE: If the mandatory employee is allowed to work remote, they are not eligible for ETO as they did not physically report to work but they will not have to use leave.*

### **Mandatory employee – does not work**

The university is on suspended operations but mandatory employees are required to work. If the employee is required to work and does not, then the employee maybe subject to disciplinary action and must account for time missed. To account for time, please see “Condition 2, Non-Mandatory employee – does not work” above.

### **Condition 3:**

#### **Non-Mandatory employee – works**

University is closed and non-mandatory employees are NOT to report to work and are not required to use leave to make up for time missed during condition 3. If an employee works then the employee will record hours as normal. No Earned Time off is allowed for non-mandatory employees whether they worked remote or on-site. Disciplinary action may result if employee is told not to report to work but does so anyway.

#### **Non-Mandatory employee – does not work**

University is closed, non-mandatory employees are NOT to report to work and are not required to use leave to make up for missed work during a Condition 3. To account for time for a non-mandatory employee who does not work during condition 3, simply record scheduled hours in the “Other” column (found under “Leave Used”) for the corresponding work week. These hours do not need to be made up.

#### **Mandatory employee – works**

University is closed, the employee is required to physically report to work and does so, they will record time as normal. Additionally, the hours in which the university is under Condition 3 and the employee is required to physically work on campus, you will list those hours also in the “Other” column on the timesheet. Recording the hours worked and additionally recording hours eligible under “Other” will result in “extra time” being earned (this is ETO earned for being mandatory and reporting to work).

*NOTE: If the mandatory employee is allowed to work remote, they are not eligible for ETO as they did not physically report to work but they will not have to use leave.*

#### **Mandatory employee – does not work**

The university is closed but mandatory employees are required to work. If the employee is required to work and does not, then the employee maybe subject to disciplinary action and must account for time missed. To account for time, please see “Condition 2, Non-Mandatory employee – does not work” above.