

# Augusta University

## Policy Library

### Duty During Hazardous Weather Conditions Policy

Policy Owner: Human Resources

#### POLICY STATEMENT

Pursuant to Board of Regents Policy (Section 8.2.7.7), in the event of inclement weather or any emergency which requires the absence of employees, the President of a unit in the System may declare leave with or without pay. Therefore, the President of Augusta University ("AU") will determine when personnel of this institution (employees and students) may be excused from work or classes because of hazardous weather conditions or other emergency situations. In the event the President is not available, the decision will be made by the Provost, or in his/her absence, by the Dean of the MCG.

Employees whose job responsibilities require that they work during hazardous weather conditions in order to maintain critical AU functions, e.g. public safety or physical plant employees or employees with patient care responsibilities, may be designated as 'essential personnel' by their chair, director, or higher level administrator. Essential personnel will be expected to maintain a normal work schedule unless specifically excused by their chair, director, or higher level administrator.

#### AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni
- Faculty
- Graduate Students
- Health Professional Students
- Staff
- Undergraduate Students
- Vendors/Contractors
- Visitors
- Other:

#### DEFINITIONS

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 520

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 06/22/2017

**Last Review:** 06/13/2017

## PROCESS & PROCEDURES

Responsibility: Vice President of Human Resources – During Normal Duty Hours (Monday through Friday)

- Upon receipt of notice from the President's Office, the Vice President of Human Resources will notify the offices of all Vice Presidents, Deans, and Directors who report directly to the President that a decision to excuse employees from work has been made. Notice shall also be provided to AU Webmaster for posting and the Office of Critical Preparedness for distribution.

Responsibility: Office of Critical Preparedness

- Upon Receipt of notice from the President's Office, the Critical Preparedness Director or their designee, will notify all employees and students of the decision to close the university and/or excuse personnel from campus. This notification will be done using the AU Alert mass notification system. The notice will inform of critical campus developments, provide pertinent information, and give instructions on appropriate response measures. The system will be used for announcements regarding campus reopening's.

Responsibility: Public Relations Manager – After Normal Duty Hours and On Weekends

- The Public Relations Manager will prepare a news release for approval by the President (or his designated representative) to be furnished to local radio and TV stations for broadcast and published on the AU homepage. This release should include instructions for both employees and students. The Public Relations Manager will prepare and disseminate communications regarding campus reopening's. The Public Relations Manager is also to notify the Vice President Student Affairs, Vice President of Facilities Management, Associate Vice President of Environmental Health and Safety, Director of Public Safety, and the Director, Critical Preparedness.

Responsibility: Vice Presidents, Deans, Directors and Vice President of Student Affairs – During Normal Duty Hours (Monday through Friday)

- Upon receipt of notice from their VP, all Deans, Directors, and/or Chairs should then notify essential personnel if their presence is not required.

### Salary Policy

Responsibility: Nonexempt (biweekly payroll) and Exempt (monthly payroll) Personnel

- In the event Augusta University is closed by official action of an appropriately designated official of the Institution because of hazardous weather conditions or other emergency situations, all regular employees scheduled to work will be paid as if they had worked their regular schedule. The number of hours the Institution is officially closed during their scheduled workday or workweek will be recorded as "campus closed" leave and will be recorded in the Time and Attendance System. Employees on scheduled leave during any time the institution is closed due to inclement weather may change previously approved sick or annual leave time to "campus closed" leave. Temporary employees are not eligible for any paid leave under this policy regardless of work commitment.

**Responsibility: Essential Personnel**

- Non-Exempt employees who have been designated as essential personnel and who are required to work during such periods as a condition of employment will be paid at their regular rate for all hours worked during the period of time that the Institution is officially closed. In addition, an employee designated as essential personnel who is required to work will have the number of hours physically worked recorded as regular hours and will also record the day as “campus closed” leave. Regular overtime rules only apply if an employee exceeds forty hours of physically worked time in the week of the inclement weather situation (please note: “campus closed” leave is not considered for the purposes of overtime pay).
- Exempt employees who have been designated as essential personnel and who are required to work during such periods as a condition of employment will receive their regular rate of pay only.

**NOTE:** *AU employees who work at locations other than the Augusta campus or hospital are expected to follow the instructions related to duty during hazardous weather conditions that are issued from their work site’s senior most administrator. For example: AU employees whose work location is another University System of Georgia campus or facility will be excused from work when the other System entity has been designated as closed by its officials; and Georgia Correctional Health Care (GCHC) employees will follow the instructions provided by their work site’s Health Services Administrator.*

**REFERENCES & SUPPORTING DOCUMENTS**

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**RELATED POLICIES**

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**APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/13/2017