

## Staff Unscheduled Close Policy

**Number:** Human Resources  
**Organizational Part:** Seven – Human Resources  
**Chapter:** One – University Policies  
**Policy Type:** University Wide  
**Responsible Office:** Human Resources  
**Effective Date:** 01.01.2018  
**Revision Date:** 03.04.2019

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### POLICY STATEMENT

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Butler University recognizes that at times the University may be affected by unforeseen weather related or other extenuating events and it may be necessary to close, delay or cancel classes and/or University events. In such circumstances, any decision to close or delay University operations will be made by the University Weather Advisory Team for weather-related events and University Leadership for any other extenuating events.

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### REASON FOR POLICY

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To clarify communication of, time reporting, and pay processes related to delays, closures or cancelation of classes and events.

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### ENTITIES AFFECTED BY THIS POLICY

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Full-time and regular part-time, non-faculty staff members.

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### POLICY APPROVAL

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Subject to approval by University Administration.

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### CONTACTS

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Office of Human Resources  
Phone: 317-940-9355  
Email: [askhr@butler.edu](mailto:askhr@butler.edu)

Office of Payroll  
Phone: 317-940-9984  
Email: [payroll@butler.edu](mailto:payroll@butler.edu)

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### DEFINITIONS

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**Essential Personnel:** staff members designated as essential for safety, security, or operational needs.

**Non-Exempt:** staff members paid on an hourly basis and are entitled to overtime pay.

**Exempt:** staff members paid an established salary and are expected to fulfill the duties of their position regardless of hours worked.

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**USC:** Unscheduled close in timesheet.

**University Delays:** Under some conditions, there is a delay in opening the University. The delay allows students, staff and faculty additional time to arrive at work or class, limits the number of people commuting during the rush hour and allows for preparing the campus for safe arrival. Any class cancelations impacted by the delay will be specified in the campus communication.

**Early Release:** Under some circumstances when severe weather or other conditions make it impossible or impractical for staff members to work, the University may make the decision to allow staff to leave work early. Any class cancelations impacted by the early release will be specified in the campus communication.

**University Closings:** In circumstances where the University is closed, no classes are held and most offices are closed. **Essential Personnel** must report to work to continue to support the safety, security, and operational needs of the University. This decision is made when extreme conditions are widespread and may threaten life. Often the decision is the result of the recommendation from state and local police and University safety officials. Butler does not follow any K-12 school system, but rather investigates road and campus conditions, and gathers information from local officials, other employers, and safety officials to make this determination.

In some circumstances, certain offices will be operating under limited hours even when the University is closed. These specifics are included in the closing and/or cancelation announcements.

**Standard Work Hours:** The hours that an employee is scheduled to work. These hours may or may not be the same as the University's regular hours. Some departments have different standard work hours depending on the type of service they provide, such as the Libraries or Mail center. For employees with a flexible working arrangement, standard work hours will be the hours approved by their supervisor and on file with Human Resources.

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## **PROCEDURES**

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**Notification Process:** Once a decision has been made to close, delay, and/or cancel classes and/or University events, information will be sent through the DAWG Alert system and campus wide emails. Additional information can be found by visiting the Butler Connection. The local television and radio stations will also be notified.

### **Compensation Practices**

This section does not apply to **essential personnel**. Essential Personnel need to refer to individual departmental guidelines with regards to pay practices.

**Non-Exempt staff members** will receive closure pay when the University is on a **delay, early release, or closed** for their standard work hours for the day of the delay, early

release, or closure. In the case of an **Early Release**, only those staff members currently working will receive closure pay for the balance of their normally scheduled work day (in the form of ‘unscheduled close pay’). Closure time does not count towards the hours worked requirement in the calculation of overtime.

Staff members not scheduled to work due to planned vacation, personal days, sick days, and leaves of absence will not be compensated for the closure or delay.

If the University is **open** for business, staff members are expected to make every reasonable effort to report to work. In the event that a staff member decides not to report to work because of adverse weather conditions and the university is open, the staff member may use accrued vacation or personal time to receive pay for the absence. In the case of a **delay**, if a staff member decides not to report to work, the staff member may use accrued vacation or personal time to receive pay for the balance of their normally scheduled work day. In the event of a closure or delay, a staff member (exempt or non-exempt), with documented approval of their supervisor, may be approved to work from home. In this case where a staff member works from home, total compensated hours will add up to a combination of approved time worked, unscheduled close time, and / or vacation time / personal time, not to exceed their daily standard scheduled hours.

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## APPENDICES

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| Example  | Outcome  |
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| A staff member has previously scheduled Vacation / Personal Time off on a day when the University has an unscheduled close or delay.   | The staff member uses Vacation / Personal Time for the standard work hours missed due to closure or delay.   |
| A staff member has not previously scheduled Vacation / Personal Time off on a day when the University is delayed until 10:30 AM. The staff member’s standard hours are 7.5 hours, from 8:00 AM until 4:30 PM, with an hour scheduled for lunch. The staff member feels that they cannot make it into work due to adverse weather/road conditions and decides to use Vacation / Personal Time after the unscheduled delay is announced. | The staff member would receive unscheduled close pay for the amount of time the University was delayed. The staff member would use Vacation / Personal Time for the remaining hours totaling standard work hours. The staff member records 2.5 hours Unscheduled Close and records 5 hours of personal or vacation time. |

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| <p>Campus is delayed until 10:00 AM. The staff member's standard, scheduled hours are from 8:30 to 5:00 and the staff member feels that they cannot make it into work due to adverse weather/road conditions. In communicating with their supervisor, the staff member determines that there is work that they can do at home and it will occupy 3 hours of their time. They elect to take Vacation / Personal Time for the remainder of hours.</p>  | <p>The staff member would receive the unscheduled close pay for the amount of time the University was delayed. They would also receive pay for the 3 hours worked. They would take 3 hours Personal or Vacation Time to cover the remaining balance of their normally scheduled work time. The staff member records 1.5 hours Unscheduled Close, 3 hours' time worked, and 3 hours personal or vacation time.</p>         |
| <p>A staff member has not previously scheduled Vacation / Personal Time on a day when the University is delayed until 10:30 AM. The staff member's standard hours are 7.5 hours, from 8:30 AM to 5:00 PM, with an hour scheduled for lunch. The staff member feels that they cannot make it into work due to adverse weather/road conditions and decides to use Vacation / Personal Time after the unscheduled delay is announced. The University announces an early release closure at 4:00 PM.</p> | <p>The staff member would receive unscheduled close for the amount of time the University was closed in the morning. The staff member would use Vacation / Personal Time for remaining hours to total standard work hours. The staff member records 2 hours Unscheduled Close for the morning and 5.5 hours of personal or vacation time. The staff member does not record Unscheduled Close for the afternoon hours.</p> |
| <p>A staff member has not previously scheduled Vacation / Personal Time off on a day when the University is delayed until 10:30 AM. This staff member works a pre-determined, flexible schedule from 7:00 AM - 3:30 PM. This flexible schedule has been approved by their supervisor and is on file with HR. The University has an unscheduled close from 8:30 AM - 10:30 AM.</p>  | <p>The staff member records Unscheduled Close from the start of their standard, pre-determined work day to the time the University opens. The Staff member records 3.5 hours of Unscheduled Close and 4.0 hours' time worked.</p>   |

**PAY PRACTICES FOR ESSENTIAL PERSONNEL WORKING DURING UNSCHEDULED CLOSINGS AND HOLIDAYS:**

Personnel Essential personnel are employees designated by the University to provide essential university services during an adverse weather event, a campus wide emergency, and/or other approved university closure. Essential personnel are required to report to work as scheduled, unless otherwise advised by supervisory authority. Essential personnel must come to work (or remain at work) even if local civil authorities have declared emergency travel advisories for areas surrounding the university.

Department heads are responsible for identifying employees to be designated as essential personnel for their respective areas. Department heads will also determine appropriate staffing locations, levels, and scheduling. Essential personnel who do not comply with this policy and fail to report to work may be subject to disciplinary action, up to and including termination. All personnel not designated specifically as “essential” will be deemed nonessential.

Holiday for essential personnel only:

- If worked: Time and a half for ALL hours worked plus an additional 8 hours.
- If regular day off: 8 hours of Holiday pay

Unscheduled close pay for essential personnel only:

- The maximum number of closed hours for a day is “8”. Employees will receive time and a half for ALL hours worked.

For additional information, please contact the payroll office.

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**HISTORY/REVISION DATES**

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Issue Date: 02.20.2018

Revision Date: 3.4.19