

Inclement Weather/ Severe Conditions



Volume VI: Human Resources

Policy Number 06.05.08

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Responsible Office

- » **Policy Administrator** Associate Vice Chancellor of Human Resources
- » Human Resources
- » **Contact** (508) 856-5260

Policy Statement

The University of Massachusetts Medical School (UMMS) needs to maintain essential and operational services during inclement weather and other severe conditions. Departments must have an approved plan in place as to how essential and operational services will be provided during inclement weather or severe conditions. Departments must communicate these plans and identify which employees and/or positions it has designated essential. During inclement weather and/or severe conditions, it is expected that the designated essential employees will make extraordinary efforts to maintain essential and operational services, as directed by their department supervisor or manager.

Reason for Policy

To provide essential and operational services during inclement weather and other severe conditions and to provide guidelines for employee attendance and compensation.

Entities Affected By This Policy

This policy applies to all employees with the exception of Residents and Fellows. Residents and Fellows are subject to the Graduate Medical Education Inclement Weather Policy. Employees governed by a Collective Bargaining Agreement (“CBA”) should refer to the appropriate CBA for clarification or consult with a Human Resources Employee Relations Consultant.

Related Documents

[Corrective Action Policy \(/Policies/Policies-listing-page/hr/Labor-and-Employee-Relations-Union-Contracts/Corrective-Action/\)](#) 06.06.02

[Hours of Work Policy \(/Policies/Policies-listing-page/hr/Compensation/Hours-of-Work/\)](#) 06.02.04

[Overtime Policy \(/Policies/Policies-listing-page/hr/Compensation/Overtime/\)](#) 06.02.07

[Flexible Work Options \(/Policies/Policies-listing-page/hr/Employment/Flexible-Work-Options/\)](#) 06.04.05

[GME Inclement Weather Policy \(/Policies/Policies-listing-page/Student-Administration/Graduate-Medical-Education/Inclement-Weather-Policy/\)](#)

[Inclement Weather/Severe Conditions "Essential Employee" Designation Form \(http://inside.umassmed.edu/uploadedFiles/InclementWeather2.pdf\)](http://inside.umassmed.edu/uploadedFiles/InclementWeather2.pdf)

[Inclement Weather Guidelines \(/globalassets/human-resources/forms/inclement-weather-guidelines-final-11-25-14-final-2016.pdf\)](#)

Scope

1. Department heads are responsible for ensuring essential employees are so designated in order to ensure operational services are provided during inclement weather or severe conditions and for informing essential employees of their responsibilities.
2. All employees who are designated as essential should be notified in writing that they are essential. The Inclement Weather/Severe Conditions "Essential Employee" Designation Form must be completed as such designation. The original/signed form must be sent to HR to be filed in the employee's personnel file. A copy of the form should be retained with the department.
 - a. Once the employee is designated as essential, the manager must determine if attendance is required on site or if the employee is allowed to work remotely. If an essential employee is allowed to work remotely, the duties performed must be measurable and auditable.
 - b. Non-Essential employees, with their supervisor's approval, may decide to work that day or not. If they decide to not work, they may take a vacation or personal day. If they have a pre-approved Alternative Work site (refer to the Flexible Work Options Policy), they may be permitted to work from that location if that is possible. If they arrive at work and are directed to leave early by UMMS management, they shall not be charged for benefit time used that day and will be paid for their entire shift or regular workday. If, after arrival, the employee chooses to leave, he/she can use vacation, personal or accrued holiday compensatory time if he/she so determines in order to be paid for the entire shift or regular workday.
3. Alternative Work Schedule (Essential and Non-Essential): If UMMS offices and/or other entity/agency buildings close on the employee's regular Alternative Work Schedule day off, employees are not entitled to an additional "in lieu of" day off. These employees may not alter their standard weekly schedule to achieve additional time off.
4. An employee who reports to work late, leaves early, or is unable to report to work because of inclement weather/severe conditions will receive compensation only for those hours worked unless the department head approves the use of accrued holiday compensatory, personal or vacation time off. If no accrued time off-hours exist, the time will be considered an authorized unpaid absence.
5. Any unexcused absence due to inclement weather/severe conditions will be considered an unpaid absence, and may be subject to Corrective Action, in accordance with that policy.
6. Occasionally, there are announcements made by or attributed to the Governor or other governmental offices, which advise State employees not to report to work and/or excuse employees from work. These announcements do not apply to UMMS employees unless informed otherwise by their department head.

7. On occasion, classes at the Worcester campus may be delayed or canceled due to inclement weather/severe conditions. This announcement only affects students.

8. Essential employees who report to work when the Chancellor/designee excuses non-essential employees at the same work site with pay, will be granted a commensurate amount of compensatory time in addition to regular pay for the hours actually worked. The department will maintain records of compensatory time.

9. Hours paid and not worked due to the Chancellor declaring a delayed opening or early release are not included in the calculation of overtime hours for non-exempt employees.

Responsibilities

Chancellor or Designee To excuse non-essential employees from work due to inclement weather or other severe conditions

Department Head To ensure a plan exists to have available essential and operational staff in the event of inclement weather

Managers and Supervisors Update the departmental call lists, coverage plans, etc. that the department may depend upon to function during inclement weather or severe conditions, and communicate the same to the department. Review the list of “Essential” and “Non-Essential” employees, and inform those employees that have been designated as “Essential.”

Employees To understand responsibilities in the event of inclement

Procedures

To determine if UMMS has closed or delayed any of its UMMS Worksites as a result of inclement weather or other severe conditions:

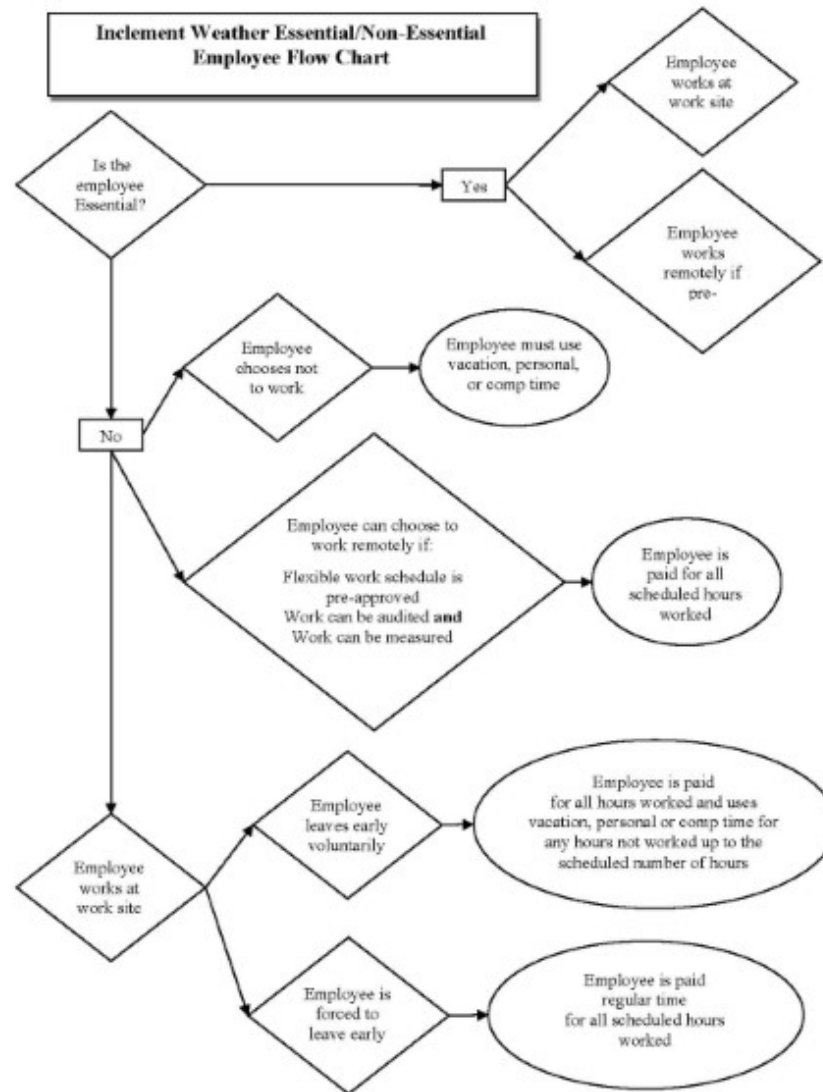
- Phone the UMMS Worcester Campus “Weather Information Line” at 508-856-4000;
- Check the UMMS home page at www.umassmed.edu and click ‘Campus Status’;
- Check for a global email if you have remote access to the UMMS network;
- Check with your manager regarding your specific worksite; or
- Follow @UMassMedical on Twitter

If, after an employee arrives at work and management notices that the weather and transportation conditions have worsened and travel may be unsafe, the Emergency Management Team may require employees to leave early and will determine payment for all scheduled hours.

Examples of early releases would include:

- Concerns about the employee's transportation to and from the work site
- The weather conditions have worsened, and there are legitimate safety concerns
- Work sites have closed

The following flow chart provides an illustration of the pay status for essential and non-essential employees based on whether they work or do not work.



Definitions

Essential Employees Those employees who **are** required to work in order to maintain essential and operational functions during inclement weather or other severe conditions

Non-Essential Employees Those employees whose services are **not** required to maintain critical operations during inclement weather or other severe conditions

Forms/Instructions

In support of this policy, the following forms are included:

Name

[Inclement Weather/Severe Conditions "Essential Employee" Designation Form \(http://inside.umassmed.edu/uploadedFiles/InclementWeather2.pdf\)](http://inside.umassmed.edu/uploadedFiles/InclementWeather2.pdf)

Appendices

In support of this policy, the following appendices are included:

Name

Number