

NEW JERSEY CITY UNIVERSITY

ESSENTIAL EMPLOYEE POLICY
INCLEMENT WEATHER/CAMPUS
EMERGENCY CLOSINGS

I. PURPOSE

This policy is designed to engender responsible conduct among essential and non-essential employees, as well as establish equity and continuity in the way such conduct is treated for pay purposes.

II. DEFINITIONS

- A. Authorized Closing: A suspension of University operations, where essential employees are still expected to report to work, but non-essential employees are not required to report to work, as determined by the University President or designee. An authorized closing may be for an entire shift or merely a partial shift.
- B. Essential Employees: Employees who have been designated by the University who are required to work during an authorized closing, even if the authorized closing occurs during a shift that an essential employee is not regularly scheduled to work.
- C. Non-Essential Employees: Employees who are not required or expected to work during an authorized closing.
- D. Emergency Conditions: Any conditions determined by the University President, or designee, which reasonably prevent employees from traveling to and from work, or remaining at work, such as inclement weather, fire, utility failure, or other forced evacuations.

III. ESSENTIAL EMPLOYEE LIST

The University maintains a list of employee job classifications which it has determined are Essential Employees. That particular list may be updated occasionally. It follows this policy. Affected employees shall be notified in writing by their Department each October informing them that they are essential.

IV. DEPARTMENT OR PERSONNEL ADVISORY

A. Essential Employees

1. Essential Employee Working During an Authorized Closing: The employee will receive regular pay for the actual hours working during the closing, and of course, if any of those hours exceed 40 in the workweek, they should constitute overtime.
2. Essential Employee Scheduled to Work During an Authorized Closing But Does Not Report: Hours should be charged to the employee's existing leave (or leave without pay in the instance where he or she has no accrued leave) for all hours he or she was scheduled to work during the authorized closing.
3. Essential Employee Late in Reporting Due to Inclement Weather During an Authorized Closing: Time lost due to late arrival will be credited as worked and will not be charged to leave so long as the delay was justified by the weather conditions and was reasonable in all other aspects.

B. Non-Essential Employee:

1. Non-Essential Employee Who Does Not Report During an Authorized Full Day Closing: No leave is assessed the employee, even if the employee is on scheduled leave during that day. The time should be charged to office closing.
2. Non-Essential Employee Who Reports to Work During a Shift Affected by a Partial Closing: The non-essential employee may assess the portion of the day affected by the closing to office closing, so long as he or she has worked all or part of the shift unaffected by the closing. Any hours not worked prior to or after the closing must be charged to leave or leave without pay, depending on the availability of leave.

Example: University announces that non-essential employees will report at 12 noon (a partial closing). Employee reports for his 8:15 a.m. to 5:00 p.m. shift at 3:00 p.m. Employee will be credited with closing time for 4 hours of the shift, 2 hours worked, and will be required to use leave for the other 2 hours, in order to receive a full day's pay.

3. Non-Essential Employee Who Does Not Report to Work During A Shift Affected by a Partial Closing: The non-essential employee will be required to use leave or leave without pay for the whole day if he or she fails to report at all on a scheduled day of work affected by a partial closing.

4. Non-Essential Employee Late in Reporting Due to Inclement Weather Involving the Portion of a Shift Unaffected by a Partial Closing: Time lost due to late arrival at work will be credited as worked and will not be charged to leave so long as the delay was justified by the weather conditions and was reasonable in all other aspects.