Information

Campus Operations During Inclement Weather and Emergency Events

Effective

May 1, 1992

Number

PER-1.11

Applicability

This policy applies to University Administrators, Faculty, Staff, and Students.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): December 16, 2014; October 24, 2016; November 19, 2020; December 14, 2021 (minor edits); January 5, 2022; August 24, 2022 (minor edit); October 27, 2022; October 2, 2025; March 24, 2026

Reviewed Date(s): March 8, 2016; October 2, 2025; March 24, 2026

Categories

Reason for Policy:

This policy establishes procedures and responsibilities for University of Louisville (University) operations during inclement weather or emergency events when the University is operating on a remote work schedule or is officially closed or delayed. It defines position designations (Essential Position vs. Non-Essential Position), outlines appropriate leave usage, and provides timekeeping instructions.

Statement:

The University of Louisville (University) operates as a publicly supported institution of higher education and presumes continuing services and instructional functions in so far as possible while upholding the highest level of safety standards. Only the President of the University, or the University Provost acting on the President's behalf, has the authority to determine the operating schedule of the University. All faculty, staff, students, and administrators should adhere to this policy and the guidelines within it.

When weather conditions or an emergency warrant a decision to deviate from normal operating schedules, UofL administration, when possible, will announce schedule changes for morning classes and office operations by 6:00 a.m. and for evening classes by 3:00 p.m. For the purpose of severe weather or emergency announcements, evening classes are those that begin at or after 4:15 p.m.

A. Delayed Schedule - When administration announces a delayed schedule, it will delay the start time of classes/offices until a certain time and then resume normal scheduling at that point. All classes, including in-person and online, scheduled to end

before the delayed start time are canceled. Classes scheduled to be in session will resume at the delayed start time. Classes starting after the delay meet as scheduled. For example, a 10:00a delayed start time means classes/offices will resume operations at 10:00a.m. Classes that end before 10:00 a.m. will be canceled. Classes that are scheduled to start before 10:00 a.m. and are normally in session at 10:00 a.m., will start at 10:00 a.m. Classes that are scheduled to start after 10:00 a.m. will meet as regularly scheduled.

B. Work Closure - When administration announces office closures, the offices will remain closed until the next business day, unless otherwise noted during the closure announcement or unless notified the following day by 6:00 a.m. During office closures, all non-essential offices are closed. Essential offices include those that provide clinical and patient care services and public safety services. Only employees in Essential Positions should report to campus. Employees in clinical and patient care and public safety roles should engage with their supervisor regarding their department's emergency closure procedures and their need to be on campus during closure. (NOTE: If an employee is uncertain whether their role is considered essential, they should consult with their supervisor prior to any campus closure)

C. Class Closure - When administration announces class cancellation, the classes will remain cancelled until the next business day, unless otherwise noted during the closure announcement or unless notified the following day by 6:00 a.m. During class closures, all in-person and online classes are canceled. Assignment due dates are suspended for all class modalities. Revised due dates to follow reopening. Instructors should contact students via Blackboard/RedMed and email to indicate instructional plan and any changes to assignment due dates.

D. Remote Work - When administration closes campus and announces a remote work schedule for faculty and staff, non-essential offices will remain open and operate remotely. Essential offices will remain open and operate in person. Employees who are not in an Essential Position and are able to work remotely are expected to do so. Employees in Essential Positions should report to campus.

E. Remote Instruction - When administration closes campus and announces remote instruction, all in-person classes will move to temporary remote instruction and online courses will operate as usual and in accordance with the schedule of classes. Instructors should contact students via Blackboard/RedMed and/or email to indicate instructional plan and any changes to assignment due dates.

F. Early Dismissal - When administration closes campus early, the campus(es) will remain closed until the next business day, unless otherwise noted during the closure announcement. All classes, including in-person and online, that are in session during an early release time will meet until the early release time. Classes that are scheduled to start after the early release time will not meet.

Note: If the University is operating on a normal schedule, the University will not make an announcement.

Department heads, managers, and supervisors shall identify which employees are in Essential and Non-Essential Positions in advance of inclement weather or other emergency situations and notify the employees of their designation and responsibilities. The department head must communicate expectations related to on-site coverage versus remote work needs and eligibility, employee schedule changes, and time reporting procedures. The department head shall also reevaluate and adjust position designations as the department's needs change. If there are extended delays, closures, or remote work schedules due to inclement weather or other emergency situations, the department shall coordinate on-site coverage with employees in Essential Positions. Supervisors should manage this process thoughtfully and avoid arbitrary decisions, recognizing the inherent ambiguity of the situation.

METHODS OF NOTIFICATION

The University will provide official announcements regarding closures, cancellations or delayed schedules through the following sources:

1. A notice on the University home page at https://www.louisville.edu;
2. Text messages sent to students, faculty and staff who sign up for University alerts; https://safety.louisville.edu/
3. Alert messages sent to all dorm and office VoIP phones;
4. E-mails sent to students' and employees' university email accounts;
5. A recorded message at 502-852-5555; and
6. Local media will be contacted and made aware of the announcement.

RETURNING TO IN-PERSON OPERATIONS

- Employees are expected to return to their assigned workplace once normal operations resume.

- Employees unable to return to their assigned workplace must use accrued leave (vacation, sick, personal) in accordance with University leave policies.
    - Vacation Leave Policy
    - Sick Leave Policy
    - Other Leaves with Pay Policy
- Non-exempt employees who are unable to return to their assigned workplace and do not have sufficient leave available should not enter leave codes and may experience a gap in pay for any time not worked, unless alternative arrangements are approved by their supervisor. Supervisors should assist their employees with proper time reporting and coding in Workday.

- Vacation Leave Policy
- Sick Leave Policy
- Other Leaves with Pay Policy

TIME REPORTING GUIDELINES

Employees are expected to follow the time reporting guidelines when the University is operating on a delayed schedule or is closed.

1. Hourly Non-Exempt Regular Employees (Employees who are in Non-Essential Positions Not Working During Closure or Delay):
    - Employees who do not work their normal workday while the University is closed or delayed should report the total work hours missed as "Emergency University Closure" or "EUC" on their timesheet or Workday absence calendar.
    - Hourly non-exempt, non-essential employees who are scheduled to work remotely but are unable to do so due to power outages, internet outages, or lack of a University-provided laptop must notify their supervisor. With supervisor approval, the missed time should be reported as Supervisor Approved Leave (SLV) in Workday.
2. Hourly Non-Exempt Regular Employees (Employees who are in Essential Positions Working During Closure or Delay):
    - Employees should report all hours worked on their timesheet and if any of those hours are during the Emergency University Closure (EUC) timeframe they should also report "EUC" for those hours as well. (Essential hourly non-exempt employees working during a closure shall be paid at a regular, straight-time rate for the hours worked up to 40 hours in a workweek and

shall, in addition, be paid at a straight-time rate for an equal amount of time.)
    - Employees on previously approved leave (e.g., vacation, sick, FMLA) during a University Closure Day should report their leave as scheduled and should not use the "Emergency University Closure" option.
    - Employees working third shift will adjust their time based on whether the closure happens during their shift:
    - If the University closes during the third shift: Employees who are actively working when the closure is announced should be compensated for the hours they worked prior to the closure. They should report those hours as usual (e.g., regular work hours).
    - For the remaining hours of the shift, if employees are sent home due to the closure, employees should record the missed time as "Emergency University Closure" for the remaining part of the shift.

- Employees who do not work their normal workday while the University is closed or delayed should report the total work hours missed as "Emergency University Closure" or "EUC" on their timesheet or Workday absence calendar.
- Hourly non-exempt, non-essential employees who are scheduled to work remotely but are unable to do so due to power outages, internet outages, or lack of a University-provided laptop must notify their supervisor. With supervisor approval, the missed time should be reported as Supervisor Approved Leave (SLV) in Workday.

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    - For the remaining hours of the shift, if employees are sent home due to the closure, employees should record the missed time as "Emergency University Closure" for the remaining part of the shift.

Details for Salaried -Exempt Employees

Salaried exempt regular employees don't complete timesheets; however, salaried exempt regular employees who are designated as an Essential Position and work during a closure or delay may take time off later (typically within the same pay period), subject to prior approval from their supervisor.

Related Information:

University Closure Guidelines

Definitions:

Essential Position

- On-site, in-person attendance is required when the University is operating on a remote work schedule, delayed schedule, or is closed. (Essential Positions are identified by department heads (VP/Deans), supervisors and/or managers)
- Examples of Essential Positions may include but are not limited to hospital and healthcare clinic employees, laboratory/research employees, facilities and maintenance staff, food service staff, environmental service staff, campus safety personnel, and certain IT support staff.
- When the University is operating on a remote work-only schedule, delayed schedule, or is closed, full attendance of regularly scheduled Essential Positions may not be required to meet the University's operational needs. Supervisors, at their discretion, shall assess and determine the operational requirements of their office/department on those days.

Non-Essential Position

- On-site, in person attendance is not required if the University is closed. If the University is operating on a remote work schedule, employees who can work remotely are expected to do so during their normal work hours/shifts. Employees unable to work remotely should not perform work unless directed by their supervisor. (Non-Essential Positions are identified by department heads (VP/Deans), supervisors and/or managers)
- Examples of Non-Essential Positions may include but are not limited to student support services and university administrative offices.
- Supervisors are encouraged to consider authorizing an employee to work remotely if that employee can work effectively from a remote location. This includes employees who have established remote or hybrid work arrangements.

Responsibilities:

The University President (or designated University Provost) is responsible for determining the operating schedule of the University during inclement weather or other emergency situations as outlined in this policy.

Department heads, managers, and supervisors are responsible for:

- determining which employees in their units are in Essential Positions and must work on-site when the University is closed, operating on a delayed schedule, or operating on a remote work schedule;
- informing employees in advance of their designation and responsibilities in the event of inclement weather or other emergency situation. University Human Resources recommends supervisors consider which of their team's on-site functions must continue, and which can be performed remotely; and

- ensuring their teams are aware of remote work options, closure/delay details, and expectations during inclement weather or other emergency situations. Supervisors shall inform their employees if they are in an Essential Position and must work at their usual on-site locations or if they are allowed to work remotely. Managers and supervisors should also communicate with employees regarding how to report time off in accordance with the Time Reporting Guidelines within this policy.

- must review designations annually and communicate to each employee in advance of inclement weather or emergency events whether they are essential or non-essential.

The Human Resources Department is responsible for promoting and providing interpretation of this policy. Employees with questions about this policy, or their leave balances or eligibility, should contact Human Resources for assistance. askhr@louisville.edu