

Inclement Weather Time Reporting Guidelines

Latest Declaration: alerts.ku.edu/

If the declaration is made during the work day/shift, consistent with the needs of the Department, non-emergency/weather essential university employees may be released earlier or arrive later than their scheduled departure/arrival time but not prior to the designated inclement weather period.

KU's regular work day begins at 12:00 a.m. and ends at 11:59 p.m. so declarations made are for this timeframe unless otherwise specified.

1) Emergency/Weather Essential Designated Staff Non-Exempt (Hourly):

- a) are designated by their department
- b) are not eligible for "Inclement Weather" (IWN) weather
- c) who either (1) did not report to work (2) arrived late or (3) left early have to report appropriate leave usage or leave without pay
- d) who are non-exempt are eligible for straight time compensation (hour for hour-CM1) for time worked on campus during the designated inclement weather period (this is to recognize their extra efforts *for reporting to campus*) (see below for recording)
 - i) who are required to work later than their work schedule during the designated inclement period will receive straight time compensation (hour for hour) for those hours worked past the end of the regular work schedule until the end of the declaration period (see below for recording)
 - ii) record the hours worked during the Inclement Weather using the time reporting code of REG.
 - iii) CM1 - Inclm Wthr PositionDsgntd Only (Inclement Weather Position Designated Only) is to be used to record the credit to the compensatory balance for the hour for hour compensatory time
 - (1) Supervisors or Departmental Time Reviewers will need to add the time reporting code CM1 and the hours worked during the inclement period to the timesheets for their employees who record time worked by one of the time collection methods.
 - (2) Employees who use the timesheet to indicate hours worked should add a row and include the CM1 time reporting code and hours. Supervisors are to validate the employee is eligible.

2) Regular Staff who are not Designated as Emergency/Weather Essential:

- a) who were not scheduled to work on the inclement weather day due to vacation, discretionary or any other planned leave or called in sick, are not eligible for inclement weather time
- b) who are non-exempt (hourly) are granted "Inclement Weather" (IWN) weather up to the hour(s) authorized during their regular work schedule for inclement weather period designated
- c) exempt (salaried) will not record any code for use of inclement weather
- d) do not receive any extra compensation for any hours worked during the inclement weather period
- e) who before inclement weather was implemented during their regular work schedule either (1) did not report to work, (2) arrived late or (3) left early during the non designated inclement weather period will need to report leave as follows:
 - i) Charge their discretionary holiday (Discretionary holiday may not be used for less than a normal work day. This could not be used for leaving early or arriving late.),

- ii) Charge accrued compensatory time (non-exempt employees only),
- iii) Charge accrued holiday compensatory time,
- iv) Charge accrued vacation leave,
- v) Charge leave without pay (non-exempt employees or, for exempt employees, whole work day increments only),
- vi) Make up the absent-from-duty hours within the same work week on an hour-for-hour basis (non-exempt employees only). Plans for make-up time must be approved by the supervisor in advance. Time not made up within the same work week will be charged to accrued vacation leave or to leave without pay.

3) Non-Exempt Temporary Employees, Including Student Hourly Employees:

- a) are not covered by the inclement weather provisions. If they come to work they receive regular pay for the hours worked; if they don't come to work, they won't receive pay for the hours missed.

4) Salaried Staff, Academic Year Faculty and Exempt (salaried) Students:

- a) do not require special inclement weather reporting and they will not have their pay reduced. No special leave reporting is necessary.

5) Related Codes for Reporting Time for NonExempts (Hourly)

- a) **IWN** – Inclement Weather Leave is used to designate paid time for non-exempt (hourly) employees who are not designated as weather essential and did not work during the inclement weather designation period. This does not count towards overtime.
- b) **CM1** – Inclm Wthr PositionDsgntd Only- (Inclement Weather Position Designated Only - hour for hour), used for designated weather non-exempt (hourly) essential employee who worked on campus during the inclement weather period. This code is in addition to reporting REG (regular hours). The CM1 adds to the compensatory balance but does not affect gross pay. REG is needed to actually pay the employee for working.
 - e. g. Worked 3 hours during inclement weather implementation, receive 3 hours of regular pay (REG) and 3 hours for CM1 (compensatory time 1 to 1 hour).
- c) **REG** – Regular hours, this will be used for recording the actual hours worked.

Additional Information may be found at:

Inclement Weather Page

www.humanresources.ku.edu/policies_procedures/emergency_procedures/inclement_weather/

Policy Library

<http://policy.ku.edu/provost/winter-weather-policies>

Timesheet Examples for Non Exempt (Hourly) for Inclement Weather Reporting

In the scenarios below the inclement weather period was designated for 2 hours during the employee’s work schedule on Monday and then a full day (8 hours) on Tuesday. This will show a partial and full day of reporting inclement weather. The actual number of hours covered are based upon the period of declaration and the employee’s work schedule.

A) Emergency/Weather Essential Designated Staff who worked the full inclement weather period on campus which was 2 hours on Monday and 8 hours on Tuesday – Non Exempt (Hourly)

1. 2 hours of CM1 on Monday and 8 hours of CM1 for Tuesday are recorded to provide the hour for hour compensatory time.
2. The employee worked a total of 8 hours on both days which is recorded as REG regular hours.
3. The employee will be paid a total of 8 hours for Monday and 8 hours on Tuesday and will receive 10 hours of compensatory time.
4. Supervisor will validate employee is eligible. If not eligible the supervisor or departmental time reviewer should contact the employee to remove the CM1 or he/she may delete the row from the timesheet.

A1) For regular timesheet – add the hours for CM1 under the correct days

From Monday 01/13/2014 to Sunday 01/19/2014

	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Total Hours	Time Reporting Code
	2.00	8.00						10.00	CM1 - Incm Wthr PositionDst
	8.00	8.00						16.00	REG - Regular Earns

A2) For punch/clock timesheet – add the hours for CM1 under the Quantity column for the correct days.

Day	Date	Status	Approval Monitor	In	Temp. Out	In	Out	Punch Total	Time Reporting Code	Quantity
Mon	1/13	Submitted	Approval Monitor						CM1 - Incm Wthr Position	2.00
		Submitted	Approval Monitor	8:00:00AM				3.53	REG - Regular Earns	
		Submitted	Approval Monitor		11:32:00AM					
		Submitted	Approval Monitor			12:32:00PM		4.46	REG - Regular Earns	
		Submitted	Approval Monitor				5:00:00PM			
Tue	1/14	Submitted	Approval Monitor						CM1 - Incm Wthr Position	8.00
		Submitted	Approval Monitor	7:58:00AM				3.53	REG - Regular Earns	
		Submitted	Approval Monitor		11:30:00AM					
		Submitted	Approval Monitor			12:30:00PM		4.50	REG - Regular Earns	
		Submitted	Approval Monitor				5:00:00PM			

B) Non Emergency/Weather Essential Designated Staff who took the 2 hours on Monday and 8 hours on Tuesday (they did not work on campus during the inclement period) – Non Exempt (Hourly)

1. 2 hours of IWN on Monday and 8 hours of IWN for Tuesday are recorded to provide pay for the timeframe the employee did not work during the designated period. (The IWN hours do not count towards the overtime limit.)
2. Employee reports for 6 hours of REG for actual hours worked for Monday.
3. The employee will be paid for a total of 8 hours on Monday and 8 hours on Tuesday. (REG +IWN)
4. Supervisor will validate employee is eligible. If not eligible the supervisor or departmental time reviewer should contact the employee to remove the IWN or he/she may delete the row from the timesheet.

B1) For regular timesheet – add the hours for IWN under the correct days

From Monday 01/13/2014 to Sunday 01/19/2014

Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19	Total Hours	Time Reporting Code
2.00	8.00						10.00	IWN - Inclement Weather
6							16.00	REG - Regular Earns

B2) For punch/clock timesheet – add the hours for IWN under the Quantity column for the correct days.

From 01/13/2014 to 01/19/2014

Comments	Day	Date	Status	Approval Monitor	In	Temp. Out	In	Out	Punch Total	Time Reporting Code	Quantity
	Mon	1/13	Submitted	Approval Monitor						IWN - Inclement Weath	2.00
			Submitted	Approval Monitor	8:08:00AM				3.53	REG - Regular Earns	
			Submitted	Approval Monitor		11:32:00A					
			Submitted	Approval Monitor			12:32:00P		2.46	REG - Regular Earns	
			Submitted	Approval Monitor				3:00:00PM			
	Tue	1/14	Submitted	Approval Monitor						IWN - Inclement Weath	8.00