

## Inclement Weather Time Reporting Guidelines

Notices: [alerts.ku.edu/](https://alerts.ku.edu/)

Inclement Weather Policy: [policy.ku.edu/provost/winter-weather-policies](https://policy.ku.edu/provost/winter-weather-policies)

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 generally not eligible for Inclement Weather (IWN) weather
  - i) The exception to this is when the employee reported to work and during the regular scheduled work time was sent home by the administrator for a portion of the schedule. The employee would only be eligible for IWN for that time period.
    - (1) The employee does not earn CM1 (hour for hour compensatory time) during the IWN period as described above.
    - (2) Supervisors or Shared Service Center (SSC) time reviewers will need to add a row and the time reporting code IWN and hours if the employee reports time worked by using a clock method.
    - (3) Employees who report hours worked on the timesheet should add a row and include the IWN time reporting code and hours. Supervisors are to validate the employee is eligible.
- c) who either (1) did not report to work (2) arrived late or (3) voluntarily left early have to report appropriate leave usage or leave without pay. It is not appropriate to report sick leave in this situation and they are not eligible for Inclement Weather (IWN).
  - i) Acceptable leave:
    - (1) 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.),
    - (2) accrued compensatory time (non-exempt employees only),
    - (3) accrued holiday compensatory time,
    - (4) accrued vacation leave,
    - (5) or report 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 the extra efforts *for required reporting to campus*) (see below for recording)
  - i) who are required to work later than the 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. CM1 is only used during the actual worked time and is reported along with REG.

- (1) Supervisors or Shared Service Center (SSC) time reviewers will need to add a row to include the CM1 time reporting code and hours to the employees timesheets who record time worked by using a clock method.
- (2) Employees who report hours worked on the timesheet 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 the regular work schedule for inclement weather period designated
- c) who work from home during inclement weather should report REG and if the employee works less than the regular scheduled hours the employee may report IWN for the difference
- d) exempt (salaried) will not record any code for use of inclement weather
- e) do not receive any extra compensation for any hours worked during the inclement weather period (not eligible for the CM1)
- f) who before inclement weather was implemented during the 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) 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) accrued compensatory time (non-exempt employees only),
  - iii) accrued holiday compensatory time,
  - iv) accrued vacation leave,
  - v) or report leave without pay (exempt employees may only report leave without pay in whole work day increments only),
  - vi) The non-exempt employee may make up the absent-from-duty hours within the same work week on an hour-for-hour basis. Plans for make-up time must be approved by the supervisor in advance. Time not made up within the same work week will need to be charged to accrue vacation leave or to leave without pay.
- g) Inclement Weather is not applicable to those working outside the inclement weather area.

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

- a) are not covered by the inclement weather provisions. They do not receive pay for the work time missed.

**4) Exempt (Salaried) Staff and 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 to record inclement weather.

**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 or for those designated weather essential but were sent home early by an administrator. This code does not count towards overtime. No employee is allowed to have IWN and REG (regular) for the same hours which would result in double pay.
- 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. CM1 is not available for employees working off campus.

- c) **REG** – Regular hours, this will be used for recording the actual hours worked for an hourly employee whether on or off campus.

**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)**

- 2 hours of CM1 on Monday and 8 hours of CM1 for Tuesday are recorded to provide the hour for hour compensatory time.
- The employee worked a total of 8 hours on both days which is recorded as REG regular hours.
- 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.
- Supervisor will validate employee is eligible. If not eligible the supervisor or SSC 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 - IncIm Wthr PositionDsc
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 - IncIm 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 - IncIm 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 SSC 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								Total Hours	Time Reporting Code
Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17	Sat 1/18	Sun 1/19			
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	8:00:00A				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

Contact HR/Pay [hrpay@ku.edu](mailto:hrpay@ku.edu) 785-864-0600

Winter 2019-2020

12/16/19 Children’s Campus of KC – Juniper Gardens Children Project in KCK will be closed.

1/17/20 6:00 a.m. Lawrence, Edwards and Leavenworth-closed, weather essential staff are to report to work.

1/23/20 Delayed Opening to 9 a.m. for Lawrence and Edwards