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**Responsible University Administrators:**  
*Vice President for Business and Finance*

**Responsible University Office:**  
*Human Resources*

**Contact:**  
*Associate VP for Human Resources*  
*humanresources@nebraska.edu*

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## HR-04: Inclement Weather Closure Pay Policy

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### Purpose

The University of Nebraska (NU) President, Chancellors, or their designees, have the authority to declare an inclement weather closing for their respective major administrative unit. The intent of this policy is to define the pay practices and who is required to work during a major administrative unit closure because of inclement weather.

### Applicability

This policy applies to all regular, temporary, and on-call employees holding non-academic positions, including those in administrative, managerial/professional, or office/service positions.

### Authority/Responsibility

Human Resources (HR) shall be responsible for implementing and administering this policy in a manner that is consistent with all applicable federal and state laws, as well as NU internal policies.

### Policy

Employees are grouped into one of the following categories for the purpose of this policy:

- I. **Essential Employees** – selected positions have been identified as essential during inclement weather closings (e.g., police officers, dining service staff, and snow removal personnel). Such personnel are made aware of this designation at the time of hiring or reassignment to a position that is considered essential during an inclement weather closing. These employees are expected to report to and work at their assigned worksite.

- a. **Essential Hourly (Non-Exempt) Employees**

Essential employees who worked during the closedown time will be paid for the actual number of hours worked. Additionally, employees who are

eligible for paid leave will receive one of the following at the department head's discretion:

- **Option 1 (Pay)** – employee will receive inclement weather pay for regularly scheduled hours in addition to pay for actual hours worked.
- **Option 2 (Time Off)** – employee may bank/save inclement weather leave in addition to pay for actual hours worked.

b. **Essential Salaried (Exempt) Employees**

Salaried/monthly paid employees will be paid for regular scheduled hours during the closedown and will receive time off (hour for hour) at a later date for the period of time they are required to work.

II. **Employees with Alternative Work Site Capabilities** – employees who have the capability to complete their work from home/an alternative worksite location as determined by their supervisor.

- a. Employees with alternative worksite capabilities are paid for hours worked. Employees with alternative worksite capabilities are not eligible for inclement weather pay.
- b. Employees with alternative worksite capabilities unavailable for work on an inclement weather day are required to use vacation or other applicable leave to account for any time not worked.

III. **Other Employees** – employees with job responsibilities that cannot be performed at an alternative worksite location (also not designated as an Essential Employee during inclement weather) and who are consequently not required to work.

- a. Employees with job responsibilities that cannot be performed at an alternative worksite and are not reassigned work to perform at an alternative worksite will be paid for the inclement weather period based on their regular pay.

IV. **Employees Not Scheduled to Work** – employees not previously scheduled to work during an inclement weather closure will not receive any inclement weather leave.

**Use of Saved/Banked Inclement Weather Leave** – saved/banked inclement weather leave not taken by June 30 of each year will expire and will not be paid out at time of separation unless the President extends this date.

**Shift Differential** – inclement weather pay will be paid at the employee's base rate with shift differential.

**Employees on Paid Leave Status** – employees who were previously scheduled for any leave during the inclement weather closure will use their designated leave already authorized for the time (e.g., vacation, sick, etc.). Employees in a non-pay leave status will not receive any inclement weather leave or pay under this policy.

**Non-Leave Eligible Temporary/On-Call Employees** – temporary and on-call employees who do not receive leave benefits do not receive inclement weather leave; however, any of those employees who worked during the inclement weather closure must be paid for the hours worked.

History

May 13, 2021

Approved by the President