

**Exception Pay Guidelines**  
**Related to Declared “Weather Emergency”**  
**For the Period Friday, February 5, 2010 7:00 p.m. through Monday,**  
**February 8, 2010 4:00 pm.**

Please be advised that following guidelines are to be applied for the “Weather Emergency” as designated by JHH/JHHSC during the above time frame. The policies affected are: 1) Paid Time Off, 2) Occurrences, and 3) Bonus Pay.

**1. Occurrences of Absence**

The provision related to occurrences of absence (HR Policy ELR 601 – Attendance Management) is suspended. During this time, employees who were absent or late will not be charged an occurrence of absence. However, managers may use discretion to charge an occurrence of absence in clearly justified cases.

**2. Regular, Overtime & Enhance Pay**

Employees will be paid for time spent actively providing service in accordance with the existing policies.

**3. Bonus Pay**

There are two methods for bonus pay; one for exempt employees and one for non-exempt employees.

**Bonus Method #1: For non-exempt employees**

This method applies to represented and non-represented full and part time non-exempt employees who were required by their supervisor to stay on site during the Weather Emergency.

For the first 24 hours that any non-exempt employee was required by their supervisor to remain on site inclusive of the employee’s first shift e.g. the employee reported to work as scheduled or required at 7 AM and the emergency was declared at 11AM, the 24-hour period begins at 7 AM for this employee, the employee will be paid:

- a) the employee’s usual compensation for the time actively providing service plus the time required by the supervisor to remain on site but not actively providing service not to exceed 24 hours.
- b) For the period after the first 24 hours inclusive of the employee’s first shift, the employee will be paid for the hours spent providing service plus \$50 for each continuous 24 hour period in which the employee was required by the supervisor to remain on-site during the Weather Emergency.

- c) For purposes of the bonus, the 24 time starts when the employee arrives if the employee was required by their supervisor to arrive on campus prior to their scheduled shift.

**Bonus Method #2: For exempt employees**

This method applies to full and part time exempt employees who were required by their supervisor to stay on site during the Weather Emergency. Employees will receive the method below for which they are eligible that yields the greatest payment amount.

For the first 24 hours that any exempt employee was required by their supervisor to remain on site inclusive of the employee's first shift, e.g. the employee reported to work as scheduled or required at 7 AM and the emergency was declared at 11AM, the 24-hour period begins at 7 AM for this employee, the employee will be paid:

- a) Exempt employees who were required by the supervisor to remain on site during the Weather Emergency will be paid for hours actively providing service plus \$6.00 for each hour on site not providing service. In order to receive the \$6.00, the employee must have returned to providing service.
- b) Exempt employees who were required by the supervisor to remain on site during the Weather Emergency will be paid for hours actively providing service plus a per diem amount of \$50 paid for time spent on site not providing service (within a continuous 24-hour period, regardless of productive hours).
- c) For purposes of the bonus, the 24 time starts when the employee arrives, if the employee was required by their supervisor to arrive on campus prior to their scheduled shift.

**To process:** These bonus payments will be processed as supplements which cannot be done through the usual payroll process. The list of individuals who meet the criteria for bonus payment can be submitted to the Office of Compensation for payment. Include the employee's name, PERNR number, and payment amount either in an email or on a spreadsheet.

**4. Paid Time Off**

All benefit eligible employees who were unable to report to work during the designated "Weather Emergency," will be charged accrued paid time off:

Non-represented employees will use accrued PTO time.

Represented employees will use accrued Vacation and/or Free Day(s).

Employees who have no leave available to them and did not report to work will not be paid for the day.

## **5. Pay for Employee Drivers**

Employees who volunteer to transport employees (who would otherwise not be able to get to work) during a declared weather emergency will be paid their regular salary for the time spent providing such transportation. For non-exempt employees, any hours spent transporting will count towards the calculation of overtime pay. Exempt employees will be paid additional straight time.

If you have additional questions, please contact the Department of Human Resources, Office of Compensation at (410)955-6781.