Employee Work Status During Inclement Weather

Travel conditions caused by inclement weather may impact on-campus operations. When inclement weather occurs or is in the forecast, employees should be prepared for the possibility of a delayed opening, early dismissal, or closure of non-essential campus operations. University officials will publically announce if on-campus operations are affected by inclement weather on the University’s web site - http://www.uark.edu, via the RazALERT emergency communications system - http://emergency.uark.edu, and through notification of local and regional media.

An employee’s work status will be managed as follows when on-campus operations are affected by inclement weather.

When Remote Work is Possible

Generally speaking, employees who have been working remotely, or who can perform their job duties remotely, are expected to continue performing their duties remotely when on-campus operations are delayed or closed due to travel conditions caused by inclement weather.

Employees who are able to work remotely and do not do so must charge the appropriate leave for the time not worked.

When Remote Work is Not Possible

Employees who are not designated as weather or event-essential personnel and are unable to perform their job duties remotely may use Inclement Weather time off when official notification is made that on-campus operations are affected by inclement weather.

Employees will account for their time as follows:

Delayed Opening/Early Closures

During a delayed opening or early closure, University officials will publicly announce the specific time at which on-campus operations will open or close. All academic classes regularly scheduled on campus to begin prior to the delayed opening or after the early closure will be cancelled and will not meet. All offices and regular on-campus business operations will open or close at the specified time.

- Employees scheduled to work on campus who began work at the specified delayed time, will enter Inclement Weather (IP) time off into Workday® from their scheduled start time until the specified time.
- Employees scheduled to work on campus who began work after the specified delayed time will enter IP time off into Workday from their scheduled start time until the specified delayed time, then charge the appropriate time off (sick, annual, or unpaid time off) in Workday from the specified time until they began work.
- Employees scheduled to work on campus who did not work are not eligible for IP hours and must charge the appropriate leave (sick, annual, or unpaid time off) for the full day.
- Employees scheduled to work on campus who began work before the specified time and are not designated as weather essential personnel will only receive IP for their scheduled hours
that they did not work before the specified time. They do not receive both IP hours and hours worked for the same time.

- Employees who use Time Clock Plus (TCP) should enter the inclement weather time off into TCP rather than into Workday.

**Closures:**

- Employees scheduled to work on campus who are not designated as weather/event essential personnel and are unable to perform their duties remotely will enter Inclement Weather (IP) time off into Workday or TCP for the time they were scheduled to work.
- Employees scheduled to work on campus who were previously approved for time off are not eligible for IP hours and must charge the appropriate time off (sick, annual, or unpaid time off) for the full day.
- Employees scheduled to work on campus who began work before the specified time and are not designated as weather essential personnel will only receive IP for their scheduled hours before the specified time that they did not work. They do not receive both IP hours and hours worked for the same time.

**Extra help Hourly Employees**

Extra help hourly employees (except for work study) who were scheduled to work on campus during the period the university was closed are eligible for inclement weather pay and should follow the guidelines above.

**Weather/Event Essential Employees**

Weather or event-essential on-campus personnel are expected to work their regular schedules, unless directed otherwise by their supervisor, and are eligible for inclement weather pay and payment for hours worked in accordance with Fayetteville Policies & Procedures 210.0.

**Contact for Questions**

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**FREQUENTLY ASKED QUESTIONS**

**What should an employee working remotely do if they experience an internet or power outage?**

If an employee is unable to perform their job duties remotely, they should inform their supervisor. Employees are eligible to use inclement weather time off for the time an outage affects their ability to work.