

Weather-Related Pay Frequently Asked Questions January 4 & 5, 2018

- 1. My position was determined to be essential and I worked a full day on Friday January 5th. How will I be paid?**

Any time worked between 5PM Thursday and 11:59PM Friday by nonexempt employees considered to be essential will be paid at a time-and-a-half premium (this includes time worked by employees who started their shifts after 5PM Thursday). In order to be paid the premium, enter all of your worked hours during that timeframe on your timesheet as Regular AND Holiday Pay Premium (please be sure to use the correct shift). In addition, please add a comment to your timesheet indicating that this Holiday Pay Premium is for weather closure-related pay.

- 2. I usually work 3PM to 11PM but was sent home by my manager at 5PM on Thursday when non-essential employees were directed to leave. How do I enter my hours for the day?**

You should enter your hours as regular for the entire shift you were originally scheduled to work. Please be sure to enter the hours on the correct shift.

- 3. I am an exempt employee and worked a normal day shift on Thursday, so that day is all set, but I am nonessential and so did not work at all on Friday. What should I put on my timecard for Friday?**

If you missed the entire day Friday due to the weather, you won't need to do anything since you will be paid for a normal day of work.

- 4. My position was determined to be essential and I was scheduled to work until 9PM, but I left at 5PM Thursday anyway. Does this mean I need to use CTO for the rest of my scheduled shift for Thursday?**

Yes, essential personnel who did not remain at work or report for their shifts must use CTO.

- 5. I am considered essential, but my manager had previously agreed to let me stay home and not work on Friday because I was nervous about driving in due to the forecast. How would I enter my time?**

Your time should all be entered as CTO for the entire length of your originally scheduled workday.

- 6. I am a nonexempt employee scheduled to work until 8 PM Thursday, but I did not come to work at all on Thursday. How do I enter my time?**

You must enter CTO time for the entire shift.

7. I had permission from my manager to work part of the day from home on Thursday. How should I enter my time?

You should enter regular time for the number of hours you actually worked, then CTO for the remainder of your scheduled shift. The provisions of regular time to the end of the day (non-essential employees sent home at 5 PM Thursday) and time-and-a-half for the hours worked after 5 PM (essential employees) *only apply to employees who actually came in to work on Thursday.*

8. I work at the ski area. How does this affect me?

The Snow Bowl and Rikert Nordic Center operated their regular business hours throughout the period and so employees should enter time as normal.

9. I am a Retail Dining employee who works at the Grille, which closed because of the weather. How do I get paid when I didn't end up working my scheduled shift?

Because you work in a part of the Dining operation that was closed you should enter your hours as if you had worked, that is, as regular time instead of CTO.

10. I am a nonexempt employee who worked part of the day Thursday but I left before 5 PM due to the conditions. How should I enter my time?

You should enter regular time only for the hours you worked and CTO for the remainder of your scheduled shift.

11. I am a nonexempt employee scheduled to work Sunday through Thursday. I didn't work on Friday but do I get paid for Friday anyway?

No, the only employees who did not work on Friday who are eligible for pay are employees who were *scheduled* to work on Friday.

12. I was previously scheduled for CTO on Friday. Should I enter my time as regular instead?

No, you should still enter it as CTO. The only employees eligible for the regular and/or premium pay are those who were scheduled to work but did not. CTO that was scheduled prior to the closure announcement should still be entered that way.