

## Weather-Related Pay – Frequently Asked Questions

March 14<sup>th</sup> and 15<sup>th</sup>, 2017

1. I worked until 1:30PM on Tuesday and was sent home by my manager 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.**
2. I am an exempt employee, so how should I report time for Tuesday?  
**If you worked all or part of the day Tuesday, whether at home or at the work location, no hours should be entered on your timesheet (remember, time away is recorded in full-day increments for exempt employees). If you missed the entire day due to the weather, then CTO should be entered for that day.**
3. My position was determined to be essential and I worked a full day on Tuesday. How will I be paid?  
**Any time worked after 1:30 PM by nonexempt employees considered to be essential is to be paid at a time-and-a-half premium (this includes time worked by employees who start their shifts after 1:30). In order to be paid the premium, enter all of your worked hours on your timesheet as you normally would. Managers must compile a list of all employees who worked between 1:30 PM Tuesday and 6:15am Wednesday (when the College announced it was resuming normal operations) and report the details to Perry Richards in Human Resources so the premiums can be added to pay.**
4. My position was determined to be essential, but I left at 1:30 anyway. Does this mean I need to use CTO for the rest of my scheduled shift for Tuesday?  
**Yes, essential personnel who did not remain at work or report for their shifts must use CTO. However, if the employee's manager is the one who made the decision for them to leave early, then they should still be paid using regular time to the end of their scheduled shift, but would only receive the premium for hours actually worked after 1:30 PM.**
5. My manager agreed to let me stay home and not work. 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 who did not come in at all Tuesday, but I had permission from my manager to work part of the day from home. 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 1:30 PM) and time-and-a-half for the hours worked after 1:30 PM (essential employees) *only apply to employees who actually came in to work on Tuesday.***

7. 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 storm and so employees should enter time as normal.**

8. I am a Retail Dining employee who works at the Grille, which closed because of the storm. Since Dining employees are considered essential, 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 due to the storm, you should enter your hours as if you had worked, as regular time instead of CTO.**

9. I am a nonexempt employee who worked part of the day Tuesday but I left before 1:30 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.**

10. I am a nonexempt employee who did not make it in to work on Wednesday until 2 hours past my usual 8:15 start time. How should I enter my time?

**You should enter CTO time for the two hours you were not in the office and then regular time for the remainder of your work day.**