

Adverse Weather/Emergency Situation UAB Facilities Division Practice for Staffing and Pay

The Facilities Division plays a large and important role for the University in reaction to adverse weather situations as well as other instances that impact the ongoing operations of the University. This procedure will document our practice of the University's policy for the Facilities Division.

University administrators will make every effort to give an appropriate amount of notice before delaying "opening," suspending University operations early, or suspending University operations for an entire day. The Facilities Division will adhere to the UAB Policy 616 – Inclement/Bad Weather Policy during adverse weather and other applicable emergency situations.

All employees are strongly encouraged to set up the B-Alert notification on their email, cell and/or home phones. B-Alert is the primary notification system to UAB employees concerning any change in the status of the University. With the prospect of upcoming inclement weather (or other situations with a degree of warning) employees will be notified by their Supervisors of plans. However, it is the responsibility of the employee to stay abreast of the status of the University during adverse weather and emergency situations.

I. ESSENTIAL POSITIONS

Those employees classified as essential are expected to be at work at their designated shift location at the beginning of their shift, regardless of the current status of the university. They are expected to work a normal shift.

- At this time, no Facilities employees are deemed Essential

A. Compensation

No additional compensation will be given to essential employees working a regular shift.

If an essential employee is required by their supervisor to stay after their regular shift has ended, the employee will receive standby pay, which is equal to their regular rate of pay. While on standby status, employees are not performing job duties, but do remain on site. Standby pay hours do not count toward hours worked for overtime calculations.

If/when an essential employee reaches 40 actual worked hours during a week, they will be paid the overtime rate for their position for worked hours greater than 40.

B. Sleep time and C. Meals

Please refer to Situation Specific guidelines below. The same rules apply to Essential and Situation Specific Essential employees in these categories.

II. SITUATION-SPECIFIC ESSENTIAL POSITIONS

Certain positions within Facilities will be deemed essential dependent upon the situation. The department Directors/AVPs will make the decision on the positions to be enacted to this status for each specific occurrence. These positions will be called Situation-Specific Essential Positions.

Each department will independently decide how to designate employees as situation-specific essential for each event. Please refer to your department's procedure, which will include information on all situations, including delayed "openings" to multiple-day events.

Situation-specific essential employees will be required to report to their designated location, regardless of the current status of the university.

In the case of a delayed "opening," situation-specific employees may also be required to report to work prior to the published opening time for the university to ready the facilities for use. In these cases, situation-specific employees will be eligible for bad weather pay and regular pay for hours worked.

A. Compensation

Situation-specific essential employees will earn bad weather pay for worked hours while the University is on a suspended status PLUS their regular rate of pay for worked hours. Only worked hours, not bad weather hours, count toward overtime. Overtime will begin once the actual number of worked hours for one week exceeds 40.

Department Directors, Managers, Supervisors and Facilities Financial Management Payroll Manager will work closely to ensure all employees in an SSE status are compensated correctly. (Please refer to Attachment A for an example.)

B. Sleep Time

In the event an essential employee must remain on campus for an extended period of time, efforts will be made to provide the employee with an uninterrupted sleep time of eight hours, but a minimum of at least five hours - in accordance with the You and UAB policy 5.4 (24-Hour Duty policy). The Facilities Division is committed to providing clean and conditioned space for employees during the rest period.

If the sleep time is interrupted by a call back to work, the interruption will be counted as hours worked. If the sleep time is interrupted to a point that the employee cannot get at least five hours of sleep, the entire period will be counted as hours worked. All hours will be reported as regular hours or overtime for hours greater than 40 in the work week.

Designated sleep areas for Facilities employees are:

- 822 Building Training Room
- 616 Building (back of building area)
- MCS Auditorium (Hospital based employees)
- Utility Plants (Utility employees)

The Facilities Division will provide cots, linens and pillows in the designated sleep areas. Additionally, accommodations and supplies will be provided for the employees to shower/freshen up.

C. Meals

The Dining Commons will remain open (during the normal mealtimes) and Facilities employees' meals will be paid for by the Division. Facilities employees are asked to sign in with the staff in the dining room and make sure to display their UAB badge in order for the billing to the Division to be properly tracked.

The Hospital's Food Services area is also expected to remain open and follow the same procedure.

In the unusual circumstance that the dining facilities are not available, other arrangements will be made and the employees notified promptly.

III. NON-ESSENTIAL POSITIONS

Positions not deemed essential or situation-specific essential are considered non-essential in regard to adverse weather and emergency situations only. Those employees considered non-essential should not report to work when the University is officially delayed or suspended and do not need to contact their immediate supervisor.

When recording time, employees considered non-essential should use the bad weather option in TEL, in place of regular worked hours.

Employees who chose to stay at their office due to poor road conditions should also use the bad weather option for the time they would have normally been scheduled to work.

Those employees considered non-essential who remain on campus due to poor road conditions are not expected and are not encouraged to perform their normal functions. Aside from bad weather pay, no additional compensation will be given to employees considered non-essential.

IV. EXEMPT EMPLOYEES

The status of Essential or Situation Specific Essential applies only to biweekly employees. However, in order to ensure completion of key functions for the Division, certain monthly

employees may be needed to fulfill or manage certain tasks. These employees may be called upon to be physically present on campus or may have the ability to work remotely (from home or other off campus sites.)

As an exempt employee, fulfilling these requirements does not entitle the employee to additional compensation. However, the employee will receive the other benefits provided to the non-exempt employees: meals, sleeping arrangements, etc.

Exempt employees that are not deemed situation specific essential should not report to work when the University has suspended operations, and are encouraged to go home (if safe to do so) if the campus suspends operations while they are at work. If an exempt employee is forced to remain on campus because of poor road conditions, they are not required to perform their regular functions.

V. SICK TIME/VACATION TIME

Regardless of position classification, employees who have had sick or vacation time approved prior to a delayed “opening,” early suspension, or a full day of suspended University activities, will be required to take that approved time.

The one exception to this rule is if an employee considered non-essential, who is unable to report to work due to adverse weather conditions, notifies their supervisor prior to their shift that they will be taking benefit time, and the University then suspends operations due to those same adverse conditions, the employee will not be required to use the benefit time. The employee will take bad weather pay instead.

Essential and situation-specific employees are required to report to their designated location, regardless of the current status of the university or weather conditions.

ATTACHMENT A

Situation Specific Essential Status Compensation *Example*

- Employee John Blazer (\$5.00/hour, base rate) works a regular schedule 7:00 – 4:00
- Snow/ice is in the forecast. On Thursday, OH&S announces that bad weather is imminent, possible University suspension on Friday
- On Thursday at Noon, John's department enacts their bad weather plan (addendum) and John is put in an On Call status effective 4:00pm
- John works his regular shift 7:00am – 4:00pm, plus additional time 4:00pm – 10:00pm
- At 10:00pm Friday, John is instructed to rest and sent to the sleeping area
- John is on rest time from 10:00pm – 7:00am - (9 hours) in an On Call status
- On Saturday, still in SSE status, John works from 7:00am – Noon
- On Saturday at 10:00am, OH&S announce University will reopen at Noon

UAB Employee John Blazer								
Week 1:								
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Worked Hours	8.0	8.0	8.0	8.0	14.0	5.0	-	51.0
On Call	-	-	-	8.0	9.0	7.0	-	24.0
Bad Weather	-	-	-	-	14.0	5.0	-	19.0
* On Call Hours: Thursday: 4:00pm - Midnight (8.0)								
Friday: 12:00am - 7:00am (7.0) + 10:00pm - Midnight (2.0) - Total Friday = (9.0)								
Saturday: 12:00am - 7:00am (7.0)								

John Blazer - Week 1 Pay				
# of Hours	Explanation	Rate/Hour	Calculation	Total Pay
40 Regular	regular hours	\$10.00	40 x \$10.00	400
11 Overtime	Overtime at 1.5 = \$15.00	15.00	11 x 15.00	165
24 On Call	On Call	1.75	24 x 1.75	42
19 Bad Weather	Bad Weather	10.00	19 x 10.00	190
Total				\$797

ATTACHMENT B

Departmental Specific Adverse Weather/Emergency Situations Addendums

Please refer to individual Departments Directors for their plan.