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603.00 -- Inclement Weather Policy

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Title: Inclement Weather Policy

Constituents: University Full-Time Faculty and University Full-Time and Part-Time Staff, Excludes Part-Time Faculty, Student Workers, and Temporary Employees

CATEGORY <i>HUMAN RESOURCES</i> 600	Requested Implementation Date: <i>March 1, 2017</i>	POLICY NUMBER <i>(assigned by CPAC)</i> 603.00
	Approval Date: <i>March 11, 2017</i>	

POLICY STATEMENT

This policy only applies to full-time faculty and full-time and part-time staff (collectively “employee(s)”). This policy does not apply to part-time faculty, student workers, or temporary employees.

A. Inclement Weather (Campus Closure):

1. Concordia will make every effort to maintain normal work hours during inclement weather.
2. If the President or designee closes the campus due to inclement weather, all full-time employees will be paid for such time off. Part-time employees will only be paid if normally scheduled to work that day and only for those hours which the employee would normally work.
3. If the President does not close the campus during inclement weather, all employees are expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be charged one (1) paid leave day. If employee does not have paid leave available, the non-exempt employee will not be paid for the day.
4. On days when weather conditions worsen as the day progresses, the President or designee may decide to close early. In such cases, employees are expected to work until the identified closing time (unless the employee’s day ends prior to that time or unless the employee receives permission from his/her supervisor to do otherwise).

B. Eligibility and Payment:

1. New employees must work the day before the campus closure to be paid for the campus closure.
2. Full-time employees receive regular pay for each campus closure.
3. Part-time employees receive a pro-rata number of hours for each campus closure, based upon his/her percentage of scheduled hours.



CONCORDIA
UNIVERSITY

-PORTLAND, OREGON-

Official University Policy

REASON FOR POLICY

To establish consistent policy for eligibility, use, and payment for executive order campus closures.

RESPONSIBLE UNIVERSITY DEPARTMENT / OFFICE

Office of Human Resources
Concordia University – Portland
2811 NE Holman Street
Portland, OR 97221

FORMS / ONLINE PROCESSES