

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:004	Supersedes Policy Number: 5:004
Date: April 15, 2010	Dated: June 16, 2008
Subject: Employee Attendance during Inclement Weather/Natural Disasters	Mandatory Review Date: April 15, 2015
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: 5:01:01:11
Approved: President: signature on file	

Information regarding the University closing due to inclement weather or natural disaster is given along with compensation rates of those employees who are required or choose to work during the closed period. When the University is closed due to inclement weather or natural disaster, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted administrative leave (time off from work with pay). Employees who are not scheduled to work, including an employee on leave that was approved prior to the University closing, will not be paid for the emergency closing as administrative leave. An employee on previously approved leave will have their absence charged to the appropriate leave category.

Nonexempt emergency crew employees assigned to work by their respective department heads will receive premium pay at the rate of two and one-half times the regular rate (one and one-half times in addition to regular pay) for all hours worked during the declared period of inclement weather. This rate applies both to "regular" hours and to "overtime" hours. For example, an employee earning \$6 per hour would receive \$15 for each hour of emergency work during the declared inclement weather period, regardless of the number of hours worked in the workweek involved. Non-exempt employees who elect to work or remain at work, with the permission of their supervisor, will receive compensatory time on an hour-for-hour basis.