

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

Policy Number: 5:004	Supersedes Policy Number: 5:004
Date: June 16, 2008	Dated: February 8, 2006
Subject: Employee Attendance during Inclement Weather/Natural Disasters	Mandatory Review Date: June 16, 2013
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, most employees will receive administrative leave and will not be required to work. However, 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.