



Department of Human Resources

**TO:** All University Employees  
**FROM:** Fred Cratty, Chief Human Resources Officer  
**RE:** Working During Winter Weather Events  
**DATE:** October 28, 2020

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I hope that you are all staying safe and healthy during these unprecedented times. With the potential for the first snowfall of the season being upon us in a couple of days, I thought that it would be a good time to make you aware of some changes that will be taking place this year with respect to closings or delays for the University due to winter weather. In the past, whenever the University was closed, delayed, or dismissed early due to winter weather, classes were cancelled and all Level 2 (non-essential) employees did not have to report to work and in essence were paid for having the day off. This year, based on the COVID-19 pandemic, and our ability to telework, the University will no longer be considered “closed” during winter weather events and normal business should proceed as planned. For those employees who will be teleworking, they should enter the Time Reporting Code of **REGTC** with the Override Reason of **TCC19** on their Core-CT timesheet. Below is a breakdown of what will occur with each group of employees:

**AAUP:** Teaching Faculty who have classes scheduled for online learning should continue accordingly. Courses that were scheduled to be taught on-ground should instead be conducted remotely. Non-Teaching Faculty should carry out their normal duties via teleworking.

**Management & Confidential, SUOAF, Clerical, A&R, & University Assistants:** Individuals are expected to be accessible and responsive to their supervisors as needed during their regularly scheduled work hours. Supervisors may require that employees check and respond to email regularly and respond to work calls and may expect that assigned work that can be accomplished remotely is and is completed on time. Likewise, supervisors may make reasonable adjustments to be able to continue University business, including holding meetings by teleconference and handling normal business by email, and employees who would normally be present at work may be required to participate.

**Police:** These individuals are considered Level 1 (essential) employees and they are required to report to the University during their normal work schedule and to carry out their normal work duties.

**Maintenance:** These individuals are not able to perform their job duties via teleworking. Based upon this, those that are considered Level 1 (essential) will be required to report to, or to remain at, work during their scheduled work hours whenever the opening of the University is delayed, closes



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early, or is closed. These individuals will continue to earn “Winter Weather/Compensatory Time” for all eligible hours as per the current practice. For those individuals that are considered Level 2 (non-essential) employees, they are not required to report to or remain at work when the opening of the University is delayed, closes early, or is closed and they will continue to receive their normal pay. They should enter the Time Reporting Code of **LWWTR** on their Core-CT timesheet.

**Student Employees:** Individuals are expected to be accessible and responsive to their supervisors as needed during their regularly scheduled work hours. Supervisors may require that employees check and respond to email regularly and respond to work calls and may expect that assigned work that can be accomplished remotely is and is completed on time. Likewise, supervisors may make reasonable adjustments to be able to continue University business, including holding meetings by teleconference and handling normal business by email, and employees who would normally be present at work may be required to participate. If for some reason a supervisor deems that an individual is not able to perform their duties via telework, they **will not** be paid for their scheduled work hours, consistent with past practice.

If you have any questions, please feel free to contact me at either my phone number or email address listed below.