



Department of Human Resources

**TO:** All University Employees  
**FROM:** Fred Cratty, Chief Human Resources Officer  
**RE:** Working During Winter Weather Events  
**DATE:** November 8, 2023

---

I hope that you are all staying safe and healthy. With the potential for the first snowfall of the season to be upon us at some point in the near future, I thought that it would be a good time to remind you of the protocol with respect to closings or delays for the University due to winter weather.

In the event that the University is closed, has a delayed opening, or dismisses early due to a winter weather event, below is how this will impact each grouping of employees.

**AAUP**

Teaching Faculty who have classes scheduled for online learning should continue to hold them as originally scheduled. Courses that were scheduled to be taught in-person on campus will be cancelled/delayed. However, if the faculty member would like to switch their assignments to an asynchronous format, they can do so as long as they communicate this to their students ahead of time.

Non-Teaching Faculty will not be expected to perform their duties and will receive their normal pay, in accordance with past practice. They should enter the Time Reporting Code of **LWWTR** (Agency Weather/Emer Closing) on their Core-CT timesheet.

**Management & Confidential & SUOAF**

Individuals who have a previously approved telecommuting assignment for the day in question will be expected to telecommute for the day as planned. Individuals with such assignments **will not** be permitted to change their normally scheduled telecommuting day to another day.

All other individuals who do not have an approved telecommuting assignment for the day will not be expected to perform their duties and will receive their normal pay, in accordance with past practice. They should enter the Time Reporting Code of **LWWTR** (Agency Weather/Emer Closing) on their Core-CT timesheet.



## Department of Human Resources

### Clerical and A&R

Individuals who have a previously approved SEBAC telework assignment for the day in question will be expected to telework for the day as planned. Individuals with such assignments **will not** be permitted to change their normally scheduled telework day to another day.

All other individuals who do not have an approved SEBAC telework assignment for the day will not be expected to perform their duties and will receive their normal pay, in accordance with past practice. They should enter the Time Reporting Code of **LWWTR** (Agency Weather/Emer Closing) on their Core-CT timesheet.

### 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

Individuals who are considered Level 1 (essential) employees will be required to report to, or to remain at work during their scheduled work hours. These individuals will continue to earn "Winter Weather/Compensatory Time" for all eligible hours as per the past practice.

Individuals that are considered Level 2 (non-essential) employees are not required to report to or remain at work and they will continue to receive their normal pay. They should enter the Time Reporting Code of **LWWTR** on their Core-CT timesheet.

### University Assistants & Student Employees

These individuals are not eligible for telecommuting, and as such, will not be expected to perform their normal work duties \*. However, they **will not** be paid for their scheduled work hours, consistent with past practice.

\* Please be aware that there are some departments, for instance Housing & Residence Life, where the Student Employees are required to work even when the University is closed. If this is the case, then they will continue to be paid for all hours worked as it will be a regular workday for them. If the Student Employees have any questions as to whether or not they should work on these days they should contact their immediate supervisor for clarification.

If you have any questions, please feel free to contact me at 203-837-8665 or via email at [crattyf@wcsu.edu](mailto:crattyf@wcsu.edu).