

PLU INCLEMENT WEATHER POLICY AND THE COMPLETION OF STAFF TIME SHEETS

INCLEMENT WEATHER POLICY

Whenever inclement weather creates hazardous travel conditions, university employees and students are urged to use caution and personal discretion. In extreme weather situations, the university may decide to cancel classes and/or close the university. A determination will be made by 5:30 a.m. for morning and afternoon classes, and by noon for evening classes and activities. Call the campus closure hotline, (253) 535-7100, for information regarding the status of PLU's hours of operation. Notice will also be given to the following radio stations: KPLU, KIRO, KOMO, KUOW, and to the following TV stations: KIRO, KOMO, KSTW and KING.

Since the university is a resident campus some services are essential as long as students are in residence. Employees in departments providing services to resident students should check with their supervisors as to attendance policies during such closures.

No employee will lose pay as a result of an official closure. Staff employees required to work will receive additional compensation for the hours they worked.

Employees unable to report for work due to weather conditions on days when the university is open should report those days on an absence report form as vacation, sick leave or leave without pay.

TIME SHEET PROCEDURES

Time sheets are required to be completed by all Administrative and Staff employees. The sheet is divided into two sections for reporting. The left side is for reporting actual work hours, and the right side for reporting holidays and any absences from work. Examples are 01/25 as a full day closure, and 01/26 as a partial day closure with the university officially opening at 10 am. The employee work schedule is 8 am – 5 pm.

For Inclement Weather procedures, Staff employees please note Section A. Administrators note Section B.

Section A: (Staff Only)

(Actual work hours section)

Staff arrived at 10 am on 01/26 ↓

(Non work section)

Staff reports only time missed on 01/26 ↓

	Date	Premeal Time		Postmeal Time		Total Wkd Hrs	Other Non-Work Hours	Code	Paid Hours
		In	Out	In	Out				
Saturday	1/20/2007								
Sunday	1/21/2007								
Monday	1/22/2007	8:00	12:00	13:00	17:00	8.00			8.00
Tuesday	1/23/2007	8:00	12:00	13:00	17:00	8.00			8.00
Wednesday	1/24/2007	8:00	12:00	13:00	17:00	8.00			8.00
Thursday	1/25/2007						8.00	WC	8.00
Friday	1/26/2007	10:00	12:00	13:00	17:00	6.00	2.00	WC	8.00
Week 1 Totals	40.00				30.00		10.00		40.00

(Actual work hours section)

Staff arrived at early at 8 am on 01/26 ↓

(Non work section)

Staff reports only time missed on 1/26 ↓

	Date	Premeal Time		Postmeal Time		Total Wkd Hrs	Other Non-Work Hours	Code	Paid Hours
		In	Out	In	Out				
Saturday	1/20/2007								
Sunday	1/21/2007								
Monday	1/22/2007	8:00	12:00	13:00	17:00	8.00			8.00
Tuesday	1/23/2007	8:00	12:00	13:00	17:00	8.00			8.00
Wednesday	1/24/2007	8:00	12:00	13:00	17:00	8.00			8.00
Thursday	1/25/2007						8.00	WC	8.00
Friday	1/26/2007	8:00	12:00	13:00	17:00	8.00			8.00
Week 1 Totals	40.00				32.00		8.00		40.00

(Actual work hours section)

Staff chose not to come to work 01/26 ↓

(Non work section)

Staff reports only time missed on 01/26 ↓
Requires 2 codes – see 01/21 also

	Date	Premeal Time		Postmeal Time		Total Wkd Hrs	Other Non-Work Hours	Code	Paid Hours
		In	Out	In	Out				
Saturday	1/20/2007								
Sunday	1/21/2007						6.00	WV	6.00
Monday	1/22/2007	8:00	12:00	13:00	17:00	8.00			8.00
Tuesday	1/23/2007	8:00	12:00	13:00	17:00	8.00			8.00
Wednesday	1/24/2007	8:00	12:00	13:00	17:00	8.00			8.00
Thursday	1/25/2007						8.00	WC	8.00
Friday	1/26/2007						2.00	WC	2.00
Week 1 Totals	40.00				24.00		16.00		40.00

Section B: (Administrators Only)

Admin came in at 10 am 01/26 ↓

	Date	Premeal Time		Postmeal Time		Total Wkd Hrs	Other Non-Work Hours	Code	Paid Hours
		In	Out	In	Out				
Saturday	1/20/2007								
Sunday	1/21/2007								
Monday	1/22/2007								
Tuesday	1/23/2007								
Wednesday	1/24/2007								
Thursday	1/25/2007						8.00	WC	8.00
Friday	1/26/2007						2.00	WC	2.00
Week 1 Totals	40.00						10.00		10.00

Admin chose not to come in 01/26 ↓
Needs 2 codes – see 01/24 also

	Date	Premeal Time		Postmeal Time		Total Wkd Hrs	Other Non-Work Hours	Code	Paid Hours
		In	Out	In	Out				
Saturday	1/20/2007								
Sunday	1/21/2007								
Monday	1/22/2007								
Tuesday	1/23/2007								
Wednesday	1/24/2007						6.00	WV	6.00
Thursday	1/25/2007						8.00	WC	8.00
Friday	1/26/2007						2.00	WC	2.00
Week 1 Totals	40.00						16.00		16.00