

Legacy Rutgers Employees
Attendance During Adverse Weather Conditions
(Policy 60.3.16)

Adverse Weather Designation	Description	Employee Impact	Authority and Operations Impact
LEVEL 1	<p>DELAYED OPENING May be declared when weather conditions necessitate a delay to the start of the normal business day.</p>	<p>Essential Employees: Required to report to work as scheduled, unless otherwise advised by supervisory authority. If overtime eligible, will receive premium pay.¹</p> <p>Non-Essential Employees: Shall not report for work, and are not required to charge leave during the period of “Delayed Opening.” Employees whose regular starting time occurs after the declared period of “Delayed Opening” must report to work or charge the time to Administrative Leave, Personal Holiday, Vacation, or take Leave without Pay for time missed.</p>	<p>May be declared at each of the three campus locations (New Brunswick, Newark, Camden), or by the University.</p>
LEVEL 2	<p>CAMPUS(ES) OPEN STORM ADVISORY May be declared during periods of intemperate weather. Campus (es) remains open and provide normal services to the fullest extent possible during the period of time that the declaration is in effect. May be invoked during periods when weather conditions appear to make travel hazardous.</p>	<p>Under this declaration, employees may charge accrued leave time for work time missed.</p>	<p>May be declared at each of the three campus locations (New Brunswick, Newark, Camden), or by the University.</p>
LEVEL 3	<p>CAMPUS(ES) OPEN SEVERE WEATHER May be declared during periods of severe weather. Campus (es) remains open and provide normal services to the fullest extent possible during the period of time that the declaration is in effect. May be invoked during a period of time when there is a severe weather situation which makes transportation a problem in the respective University locations.</p>	<p>Under this declaration, employees who made a good faith effort to report for work and were unable to do so may be excused with pay, at the discretion of each individual department. Otherwise, employees may charge accrued leave time for work time missed.</p>	<p>May be declared at each of the three campus locations (New Brunswick, Newark, Camden), or by the University.</p>
LEVEL 4	<p>CAMPUS(ES) CLOSED WEATHER EMERGENCY May be declared for a period of hazardous weather conditions during which travel is recognized as an imminent danger to life and property in the area of the University or any of its campuses.</p>	<p>Essential Employees: Required to report to work as scheduled, unless otherwise advised by supervisory authority. If overtime eligible, will receive premium pay.¹</p> <p>Non-Essential Employees: Excused with pay for up to one day. If the “Weather Emergency” remains in effect for more than one day, such employees may charge accrued leave time.</p>	<p>May be declared at each or all three of campus locations, or by the University.</p>

¹Overtime eligible employees receive regular hourly pay for their regularly scheduled work time plus time and one-half for all hours worked during the time that the Level 1 or Level 4 is in effect. Overtime is compensated at the regular overtime rate of pay.

Legacy UMDNJ Employees
Inclement Weather and Emergency Curtailment of Operations
(Policy 60.9.58)

Weather Designation	Description	Employee Impact	Authority and Operations Impact
LEVEL 1	<p>DELAYED OPENING</p> <p>May be declared when weather conditions necessitate a delay to the start of the normal business day.</p>	<p>Essential Employees: Required to report to work as scheduled, unless otherwise advised by supervisory authority. No premium pay for working during a “Delayed Opening”.</p> <p>Non-Essential Employees: Shall not report for work during the period of the “Delayed Opening,” and are not required to charge leave during the period of “Delayed Opening.” Employees whose regular starting time occurs after the declared period of “Delayed Opening” must report to work or charge the time to Administrative Leave, Personal Holiday, Vacation, or take Leave without Pay for time missed.</p>	<p>May be declared at each school, facility, or the University, subject to central coordination and approval</p>
LEVEL 4	<p>CAMPUS(ES) CLOSED WEATHER EMERGENCY</p> <p>May be declared for a period of hazardous weather conditions during which travel is recognized as an imminent danger to life and property in the area of the University or any of its campuses.</p>	<p>Essential Employees: Required to report to work as scheduled, unless otherwise advised by supervisory authority. If overtime eligible, will receive premium pay.² If exempt, may be granted compensatory time in accordance with university policy.</p> <p>Non-Essential Employees: Excused with pay.</p>	<p>May be declared at each school, facility, or the University, subject to central coordination and approval.</p>
LEVEL 5	<p>CAMPUS(ES) CLOSED EMERGENCY CURTAILMENT OF OPERATIONS</p> <p>May be declared for a period of time when an emergency/catastrophic event causes the RBHS (legacy UMDNJ units) to implement the “Adverse Weather Emergency and Emergency Curtailment of Operations” policy and adopt special operating procedures in order to maintain the orderly operation of its services and programs.</p>	<p>Essential Employees: Required to report to work as scheduled, unless otherwise advised by supervisory authority. If overtime eligible, will receive premium pay.² If exempt, may be granted compensatory time in accordance with university policy.</p> <p>Non-Essential Employees: Excused with pay.</p>	<p>May be declared at each school, facility, or the University, subject to central coordination and approval.</p>

² Overtime eligible employees will be compensated at two times their regular pay during the time that employees are regularly scheduled to work. Overtime will be compensated at a rate of two and one half times the regular rate of pay.