

Procedure: Agency Closing and Comp Special Agency Closing Leave

Purpose: Provides guidelines for compensating employees and recording time in the University's Self-Service Time and Leave System (SSTL) during a declared University closing resulting from weather or other emergency events. Only the President (or designee) may declare a University closing. Further information is provided in University Policy HRM-032, Disruption of Normal University Operations Resulting from Weather or Emergency Events <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-032>.

Eligibility: Full and part-time (20 – 40 hours per week) salaried employees who are either “designated” or “non-designated” by their supervisor to respond to the emergency event. Only “designated” employees are eligible to earn Comp Special Agency Closing leave.

Designated employee is an employee whose assigned job duties and responsibilities are considered critical to maintaining the essential operations of the University when changes in operating status occur due to an emergency event. “Designated” employees are first responders needed to meet the immediate needs of students, patients, research programs, or general operations.

Wage or hourly employees may be “designated” by their supervisor to work during an emergency event (a student employee who is hired to care for research animals). “Designated” wage/hourly employees are not eligible for Agency Closing or Comp Special Agency Closing leave. Wage/hourly employees are paid for the time that they actually work.

Non-Designated employee is an employee whose assigned job duties and responsibilities are not immediately critical to maintaining essential services of the University when normal University operations are disrupted as a result of an emergency event. A “non-designated” employee’s status may be changed to “designated” at any time by the employee’s supervisor and/or departmental management to respond to the weather or other emergency event.

Recording Time in the Self-Service Time and Leave System (SSTL):

The hours type “Agency Closing” is used by all salaried staff employees to record time in SSTL for a declared full or partial shift modification as a result of weather or emergency event. Both “Designated” and Non-Designated” employees receive pay at their current rate of pay for all hours of Agency Closing entered. “Designated” employees also receive additional compensation in the form of Comp Special Agency Closing leave, hour for hour, for all Agency Closing hours that the employee actually works during the full or partial shift modification. “Designated” employees record Comp Special Agency Closing leave in SSTL to receive this leave. “Non-designated” employees are not eligible to receive Comp Special Agency Closing leave, even if they work during the agency closing period.

The “designated/non-designated” status of an employee may be changed at any time by the employee’s supervisor and/or manager through Management Self-Service. Change of “designated/non-designated” status must be communicated to the employee.

Further information regarding SSTL timecard entry, including examples, can be found at http://www.hr.virginia.edu/uploads/documents/media/Agency_Closing.pdf.

Employee's responsibility:

- Know and understand your "designated" or "non-designated" status
- Understand where to find the University's communications regarding an Agency Closing*
- Maintain up-to-date contact information in UVA Employee Self-Service
- Contact your supervisor immediately, if you are a "designated" employee and cannot report to work during a declared weather or emergency event
- Check your "designated/non-designated" status in SSTL under "Emergency Event Status"

Supervisor's/Department's responsibility:

- Identify with departmental management the "designated/non-designated" status of each employee (must be done at least annually)
- Inform each employee of his/her "designated/non-designated" status and how the University will communicate a declared closing for weather or emergency event (must be done at least annually)
- Ensure each "designated" employee understands the role he/she is to perform in each type of emergency event including logistical arrangements for parking, meals, lodging, and the like
- Ensure each "non-designated" employee understands:
 - during full shift modifications they are to remain at home
 - during a partial shift modification they are to report at the time specified (not early) and depart promptly (not later than) the specific time indicated in the partial shift modification announcement
- Ensure that employee contact information is current and readily accessible at all times
- Review and understand University Policy HRM-032 <https://policy.itc.virginia.edu/policy/policydisplay?id=HRM-032>

UHR's responsibility:

- Provide advice and guidance regarding this procedure
- Maintain the official record of the employees' "designated/non-designated" status
- Ensure job descriptions and postings indicate "designated/non-designated" status

*Official Weather & Emergency Closings will be announced by local television and radio stations and updated on the University Home Page (<http://www.virginia.edu/>). Employees may also call the "U.Va. Snow lines" for updates at (434) 924-7669 (924-SNOW) or (434) 243-7669 (243-SNOW).