

WINTER WEATHER

Purpose/Background:

To provide clear guidance for the operational procedures of Facilities Management during winter weather events requiring a reduced number of on-site team members to continue mission-critical operations.

Authority:

Approved by the Associate Vice President for Facilities Management

Applicability:

The policy applies to all employees of the Department of Facilities Management. This policy does not apply to instances where the full department reports to campus.

Timeliness:

This policy shall become effective on November 1, 2023.

Definitions:

Winter Weather Event: A severe winter storm requiring a Norman campus closure, remote work and learning environment, or other limited Norman campus operations requiring a limited number of on-site team members.

Essential Personnel: Any Facilities Management team member required to report to work during a winter weather event to maintain the continuity of operations.

Exempt Team Member: Any salaried Facilities Management team member.

Non-Exempt Team Member: Any hourly Facilities Management team member.

Policy Details:

Continuous Operations

During a winter weather event, mission-critical activities will continue to occur on campus and require support from Facilities Management. These activities may include research, residence life, food service, third-party tenants, and athletic practices and competitions.

Facilities Management will maintain 24-hour operations with minimum staffing during winter weather events. Shifts will revert to 12-hour cycles with start times determined by the appropriate senior leader in consultation with the AVP – Facilities Management. Minimum staffing per 12-hour cycle is defined as:

- Roads/Hauling (dependent upon conditions)
- Custodial Services (dependent upon conditions)
- Landscape (dependent upon conditions)
- Customer Service (1 FTE)
- HVAC (2 FTE)
- Plumbing (1 FTE)
- Utilities Operations (3 FTE)

Staffing will be determined on a first-come, first-serve volunteer basis. Supervisors will select team members to work if there are not enough volunteers.

The AVP-Facilities Management may adjust minimum staffing requirements due to storm timing, severity, or expected impact on campus operations.

Essential Personnel

All Facilities Management team members may be deemed Essential Personnel at the discretion of the AVP - Facilities Management or their designee to minimize the impact of winter weather on campus operations. Team members considered essential but did not report as requested will be ineligible for administrative leave and must use personal paid time off.

Facilities Management will work to provide on-campus housing options for team members requiring accommodation.

Compensation

Non-exempt team members: Team members reporting to campus will record working hours using the department's timekeeping system as usual and receive compensation according to FSLA regulations. Team members reporting to work will not receive administrative leave unless the total hours worked for the day are less than the number of administrative leave hours offered to the rest of the University community. (Example: If campus closes for a full day, a team member working seven hours will receive one hour of administrative leave. A team member working eight or more hours will not receive any administrative leave).

Non-exempt team members will receive supplemental pay for hours worked at the rate of \$20.00 per hour for hours required to work by the AVP-Facilities Management. Facilities Management will process the supplemental payment in a timely manner.

In accordance with University Guidelines, an employee who has scheduled time off on a day that the campus is closed will receive only Paid Leave and no Administrative Leave.

Example one: On a day the campus has been closed, a team member is called into work for 12 hours in one day. That team member will receive the following:

- 8 hours of regular pay
- 12 hours of supplemental pay
- 4 hours of overtime pay*
 - * OT assumes a team member works 40 or more hours in the current week.

Example two: A team member is called into work for 5 hours during an emergency campus closure. The team member would receive the following:

- 5 hours of regular
- 5 hours of supplement pay
- 3 hours of Administrative Leave

Example three: A team member is called in over the weekend outside regular business hours and works 6 hours. The team member would receive the following:

- 6 hours of regular or overtime* pay
- 6 hours of supplement pay
 - * Team member will receive OT, assuming team member works more than 40 hours in the pay period.

Exempt team members: Exempt team members reporting to campus will not be eligible for administrative leave. Exempt team members do not qualify for supplemental pay.

Team Member Responsibility

It is the responsibility of each team member within OU Facilities Management to be aware of campus closures via various media outlets and campus notification systems. Team members required to work on campus must notify supervision if housing on campus is required. If a team member is unaware of a campus closure and reports to work as regularly scheduled but is not called in for essential duties, the team member will receive regular pay for any work performed and Administrative Leave for time not worked. For example: A team member reports to work but was not called in for essential duties. The team member works for 1 hour and returns home for the remainder of the day. The team member will receive 1 hour of regular pay and 7 hours of Administrative Leave.

Revision History:

January 2023: Initial program implemented.

November 2023: Policy updated for clarity