

Shutdown Due to Environmental Conditions Policy

Deans and/or department heads shall decide when environmental conditions in a building or work area are unbearable or inappropriate for members of the clerical and service and operations and technical assistant staff to perform their normally assigned tasks. Such environmental conditions, which would affect the operation of the department or be detrimental to the health of the employee normally would be the result of lack of heat and/or power.

When the dean and/or department head finds such conditions too extreme for staff members to perform their work, he or she has the authority to excuse employees from further work during the day if other alternatives are not practical. However, since the University tries to maintain a uniform workweek, every effort should be made to find alternative solutions for providing a suitable work place. Some of the alternatives which may be used are:

- arrange for employees to work in another building;
- reschedule for Saturday work; or
- allow employees to take work home.

In the event an alternative is not possible, employees may be excused without loss of time or pay. Such an excused absence shall apply only to regular and temporary non-student employees who have reported for work at the time the decision is made. Employees who are on vacation, sick leave, or other types of excused absences, shall continue in that status. Student employees will not be paid for time not worked during a shutdown.

When it can be determined in advance that a department or work area will be temporarily closed down, or facilities or equipment for work cannot be provided and employees are notified, the above policy is not applicable. If arrangements can be made in advance to: (a) reschedule work periods, (b) change work areas to other locations or buildings, or (c) take work home, employees shall remain in a regular pay status. If advance arrangements cannot be made, employees shall be given at least one, and if possible two weeks, prior notice that they will be placed in a nonworking status without pay. Employees may be paid for their accumulated vacation and/or personal holiday before being placed by the president or his designated representative.

Procedure

A report of the shutdown shall be submitted in writing to the vice president for business services at the West Lafayette campus or the chief business officer at the regional campuses with a copy to the Personnel Services Department. The report shall include a statement of the conditions under which the shutdown occurred, its duration and a list of the names of the staff members excused.

Excused absences due to shutdown caused by extreme environmental conditions will be reported on the biweekly time slips as "Other Leave" and explained.