

Suspension of Operations

Frequently Asked Questions (FAQs)



Suspension of Operation due to Adverse Weather

The Adverse Weather Conditions policy outlines the responsibility of the President or Chancellor in making decisions to delay, dismiss, or cancel classes and/or routine operations. Below are answers to frequently asked question when this occurs.

Q: Who should work during a suspension of University operations?

A: Employees pre-designated as Essential Employees should follow their unit's procedures and make reasonable efforts to report to campus for work. Non-essential employees who can work remotely should do and will be paid at their regular rate. Non-essential employees who report to work should be sent home. Non-essential employees who cannot work remotely are not expected to work.

Q: What is the definition of Essential?

A: Essential Personnel are Purdue employees who are required to report to campus in order to provide the minimum level of operations on the West Lafayette Campus (e.g. emergency services, utilities, snow removal, provision of food and housing, animal caregivers) and those needed to prevent irreparable damage to animals, research facilities and mechanical systems.

Q: How should staff be paid during a suspense of University operations?

A: Please refer to the Adverse Weather section of the [Wage / Hour Procedures](#).

Q: I'm non-exempt and designated as an Essential Employee, will I be paid regular time plus time-and-a-half if I'm unable to report to work?

A: No. You will be paid the same as other non-exempt, non-essential employees (see the Adverse Weather section of the [Wage / Hour Procedures](#)).

Q: If an employee was sick the day before or the day after the suspension of operations, do they get paid for the duration of the suspension of operations?

A: Yes. As long as the employee worked or was in paid status either the day before or the day after the suspension of operations, they will be paid at the regular rate of pay for normally scheduled hours.

Q: Can temporary and student employees be designated as essential and how are they paid?

A: Whenever possible, the designation of temporary or student employees as essential should be avoided. However, in instances where it cannot, they may be designated as essential. For information on pay, please refer to the Adverse Weather section of the [Wage / Hour Procedures](#).

Q: Do temporary and student employees receive pay for time not worked during the suspension of operations?

A: No, if a temporary or student employees does not work due to a suspension of University operations they are not paid.