

A reminder about the process for paying employees during a weather-related emergency shutdown, as declared by the President of Ohio University or his designee:

During the declared emergency employees will be paid as detailed below. As a reminder, employees should not report to work unless specifically requested by the supervisor.

- **Classified, including bargaining unit employees**, who are not required to work during the declared emergency will be paid at their regular rate of pay and should report their hours as "Emergency Closure" unless already scheduled as vacation, personal or sick time.

Classified, including bargaining unit employees, who have been designated essential service employees who are required to work during a declared emergency will be paid at their regular rate **and, in addition**, will be paid at their overtime rate for any hours actually worked (1 hour regular pay plus one hour of overtime pay at 1.5 times regular rate equals 2.5 times regular rate during a declared emergency) and applicable shift differential. If desired and allowed by the department, comp time may be taken in lieu of the overtime pay.

Any hours worked during a declared emergency should be reported as "Emergency Closure" and "Emergency Worked". You must use both pay codes for time worked during the emergency. There are specific instructions about the process for [paying employees during the weather emergency \[PDF\]](#).

See University [policy 40.051: Compensation of Classified Employees During Declared Emergency](#)

- All **student** employees who work during the emergency closure will be paid at regular time for hours worked and should report their hours as such. Students who were previously scheduled to work during the declared emergency, but were not requested to report, will not be paid for the time not worked.
- **Faculty and administrative** employees will be paid regular pay during the declared emergency.

Employees who are on approved leave of absence, seasonal or indefinite layoff, or any other inactive pay status follow the requisite university policies regarding these leaves.

Further alerts for the emergency shutdown will be announced on Ohio University's website (www.ohio.edu/alert).

Please contact Ohio University Payroll (740-593-1860 or payroll@ohio.edu) or Human Resources (740-593-1636 or uhr@ohio.edu) with any questions. These departments will respond to your messages following the declared emergency closure.