

MEMORANDUM

TO: All Office and Library Employees
Technical and Service Staff Employees

FROM: Leslie F. Muhlfelder
Vice President for Human Resources

DATE: November 20, 2007

RE: Winter Weather - Emergency Conditions

It's that time of year again!

Because Lafayette is a residential college, the College will close only under the most adverse weather conditions. Severe weather, however, could require the delay of the start of the workday or the early release of staff members.

When regularly scheduled work hours are reduced because of emergency conditions, employees who are allowed to arrive late or leave early will be paid for their normal workday. (Please see the attached directions on how to fill out your time report.)

The nature of some particular responsibilities may require certain staff members to be at their workplace to perform essential tasks despite the existence of emergency conditions. Some examples of essential tasks include important work subject to a deadline, circumstances where a department or office workload is such that a supervisor cannot release certain staff members, or where a necessary service must be sustained.

Employees who are required to provide essential services will receive compensatory time off equal to the time they work while others are released. (Please see the attached directions on how to fill out your time report.)

DELAYED OPENING

Announcements of any closing or delayed opening time will be broadcast on the following TV and radio stations:

WAEB 790 AM	WAEB 104.1 FM	WFKB 107.5 FM
WBYN 1160 AM	WCTO 96.1 FM	WLEV 100.7 FM
WODE 99.9 FM	WWYY 107.1 FM	WFMZ Ch 69 TV
WSBG 93.5 FM	WRFY Y102 FM	

Internet: www.wfmz.com

If you prefer to hear a recorded announcement, you may telephone the Office of Human Resources at 610-330-5060, or you can visit the College's website at www.lafayette.edu.

Employees must inform their supervisor if they will be late for a delayed opening or are unable to report for work.

If an employee wishes to use a vacation day when extreme weather occurs, Department Heads may allow the request by waiving the usual five day advance notice of an employee's intention to use earned vacation.

Employees not required by their supervisors to perform essential services who arrive prior to the adjusted starting time will not be eligible to receive extra compensation or additional compensatory time off.

EARLY RELEASE

If an emergency develops during the workday which creates adverse weather conditions, notification of an early release will be given to all offices and departments by the Office of Human Resources. Office and Department Heads and Supervisors should not release their staff from work during emergency conditions without authorization from the Office of Human Resources.

Employees not required by their supervisors to perform essential services who voluntarily stay beyond the early release time will not be eligible to receive extra compensation or additional compensatory time off.

Thank you for your assistance.

LFM/pc
Attachment