

MEMORANDUM

TO: Plant Operations and Security Staff Employees

FROM: Leslie F. Muhlfelder
Vice President for Human Resources

DATE: November 19, 2008

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.

The nature of some jobs, however, may require certain staff members to be at their workplace to perform some necessary tasks despite the existence of emergency conditions. Some examples of services that cannot be curtailed are security protection, snow removal, and steam generation. If there is any question about your specific responsibility, your supervisor will clarify it.

The basic pay of employees who perform essential tasks incorporates considerations of the need for their services during emergencies. Thus, no Plant Operations or Security employees, who perform tasks designated as essential, will receive extra pay or time off for work performed during normal work hours when an emergency has been declared for others. However, any hours worked in excess of normal hours will, of course, be paid under the usual overtime rules.

DELAYED OPENING

Announcements of any 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 F	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
www.b104.com www.wzzo.com www.waeb.com www.fox1470.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.

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

EARLY RELEASE

If circumstances develop during the workday which creates emergency conditions, notification of an early release may be given by the Office of Human Resources. Supervisors may 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 any extra compensation or compensatory time off.

Thank you for your assistance.

LFM/pc