

## Handling Notifications, Expectations, and Pay for Delayed Start

Delayed starts or early departures are primarily about employee safety and may result in not all employees being treated the same given the circumstances. Delayed starts and early departures do not affect employees who are on approved/scheduled paid leaves. Some location specific jobs may need to stay on or come to campus regardless (e.g. snow removal, HVAC, research animal and plant care staff, police officers, etc.) of any announcement. Supervisors should clarify expectations with their respective employees.

What Happened?	What to Do?	
Scenario	If Position is Eligible or Scheduled for Telework	If Position is Not Eligible for Telework
I received notice of delayed start <b>before</b> I left home for work.	Begin work remotely (no need to wait for delayed start).	Wait to report to work until delayed start time.
I received notice <b>enroute to work</b> .	Return home until announced start time. Begin work remotely.	Return home until delayed start time.
I received notice <b>after</b> arriving to <b>and</b> starting work.	Confirm with supervisor on what to do. If unsafe to remain but safe to leave, return home until delayed start time and work remotely. If safer to remain and work, do so.	Confirm with supervisor on what to do. If unsafe to remain but safe to leave, return home until delayed start time. Location specific jobs may need to stay on campus (snow removal, etc.).
I received notice of delayed start and my home is part of a power and/or internet outage.	Confirm with supervisor on what to do. If home power/internet is out, and it is safe to report to work on campus, you may do so at delayed start time.  If home power/ internet is out, and it's unsafe to report to work on campus, wait until announced work start time or until home power is restored to work remotely—whichever is first.	Wait to report to work until delayed start time.
My supervisor requested me to leave early due to impending weather.	Go home and continue work remotely.	Go home. Location specific jobs may need to stay on campus (snow removal, etc.).
<p><b>Compensation and time submittal for those <u>eligible</u> for telework and/or those who have location specific responsibilities and work will be handled through normal processes.</b></p> <p><b>Compensation for those <u>not eligible</u> for telework during a USU delayed start:</b></p> <p><b>Exempt:</b> No change in time submittal.</p> <p><b>Nonexempt:</b> Submit "University Closure" Leave Type in MyTime</p> <p><b>Wage/Hourly:</b> Paid based on hours worked. Supervisor may flex schedule to recover lost hours.</p> <p>For additional questions not covered above, employees should consult with their supervisor or contact Human Resources.</p>		