



Dear HR Professionals and Senior Fiscal Officers:

Yesterday's weather events have left some units at the university without electricity. Please note that this is NOT an official university closure. Some employees will be able to perform their regular duties and others may not. We wanted to offer the following guidance as you approach this situation:

- Employees who have reported to work and can perform their duties should remain at work. Although some units experienced lack of power this is not the case for the entire university.
- Employees who are able to and do perform work from any site will be paid their regular rate.
- Employees who did not perform work from any location must use vacation time or compensatory time as long as they followed call-off procedures. Units may consider a flexible schedule to allow employees to make up the time as appropriate. For non-exempt employees, the flexible schedule arrangement must be performed within this pay period.
- Units that do not have power may activate their "emergency" designations and require essential employees to report to work.
- Since this is not a university closing, the Emergency Closing Policy does not apply. Therefore, essential staff will not receive hour per hour compensatory time for work performed.

If you have any questions, please contact your assigned OHRC Employee/Labor Relations Consultant at (614) 292-2800.

Thanks,
Ben Lewis
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