



ILR NYC Office and Conference Center Closure Procedures

December 2022

The primary goal for delayed opening, reducing hours or closing the NYC Conference Center and Office is to ensure the safety of our employees, instructors, and program participants. The decision to delay opening, reduce hours or close could be due to inclement weather, power outages, fumes, public safety issues, or other reasons.

Criteria Prompting Consideration to Delay Opening, Reduce Hours, or Close the NYC Facility:

Any time the safety of ILR employees is at risk, the NYC Emergency Response Team (R. Hann, R. Joseph, L. Robinson,) will make the decision to delay opening, reduce hours or close the office. The team will use the following criteria to make the assessment.

- Has the Mayor declared the city unsafe to travel and issued a “no travel” order?
- Are the City schools closed?
- Has NYU and CUNY closed and Columbia University?
- Are there public safety or public hazard situations which require closure?
- Do police, fire or other emergency management units or the building management recommend or require the building to be closed and employees sent home?

It is likely that a decision to delay opening, reduce hours or close the office will happen early in the morning before people begin their commute to work, but it is possible that a decision to close the office may be made the evening before.

The ILR School strongly **prefers to treat the entire ILR facility in NYC uniformly** as opposed to allowing the conference center to operate but close the offices, for example. However, there may be certain circumstances where we cancel programming in the conference center, but keep the offices operating as usual. Similarly, due to special circumstances, we might close the offices and operate the conference center. Certain conference center employees are deemed “essential employees” in order to operate the conference center.

Decision and Communication Procedures:

The **open/delay/reduce/close decision will be published no later than 5:30 am** on the ILR NYC Emergency Contact Phone # [866-470-1922](tel:866-470-1922) and will be distributed through the NYC e-mail list serve. Please continue to check this phone number and email throughout the day for status updates.

- ILR Associate Dean of Finance and Administration (Hann) and the Director of Infrastructure Operations (Robinson) will make the closure decision based on information provided by the ILRNYC Administrative Director- (R. Joseph or her NYC backup) They will consult with the Outreach Registrar (J. Joe) and conference center manager (Martinez) to discuss how the decision to close will affect external partners, clients, and program participants.



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- ILR NYC Admin. Director will update the status phone message as soon as a decision is made and no later than 5:30 a.m.
- The conference center scheduler will contact all external clients to alert them to the closure.
- The ILR Program Manager/Registrar will contact the instructor of ILR classes as well as the enrolled participants in all **open enrollment programs** to let them know that the class is either being held or being cancelled. The internal and external clients should be given the [866-470-1922](tel:866-470-1922) phone number to check for status updates.
- The ILR **Custom Program** Managers will be responsible for contacting their instructors and clients with respect to any weather-related disruptions.
- The **ILR Admin. Director (Joseph)** will send a **global message to all ILR Lists** to alert the school about the office closure. The NYC Facilities Coordinator will ensure caterers and other vendors (including temporary staff) providing services to the NYC conference center are notified of the closure.

The following University Policy defines how ILR Staff and Faculty will manage their time in Workday.

Policy 8.2 Inclement Weather: <https://policy.cornell.edu/policy-library/inclement-weather>

Note: Compensation during inclement weather for employees covered by a collective bargaining agreement is subject to the provisions of their contracts.

Hours Worked On-Site During the University Closure

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who are required to work during the university closure will be paid premium pay at 1-1/2 times their regular hourly rate for those hours worked during the closure period. In addition, those employees will receive paid-leave credit equal to the number of hours worked during the closure period. All paid leave credit must be taken by December 31 of the following calendar year in which it was earned or it will be forfeited.

Non-benefits eligible temporary and casual employees who are required to work during the university closure will be paid 1-1/2 times their regular hourly rate for those hours worked during the closure period; the paid leave credit will not apply.

Exempt employees are not covered by the premium pay and the paid leave provisions of these guidelines and as such, they will receive their regular pay during the period that covers the University closure.

****Hours Worked During the University Closure from an Off-Site (Remote) Location**

Remote work from an off-site location during a university closure, including those staff who have a flex agreement in place, is not a campus-wide expectation, however there are instances when it may occur to fulfill University needs. Non- exempt employees who were not required to report to or remain at work, but who were required to work from an off-site (remote) location (e.g. home; on business travel) during the University closure will be paid for hours worked at their regular hourly rate of pay. Exempt employees who worked from a remote location as described above will receive their regular pay.



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Hours Scheduled but Not Worked during the University Closure

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who were scheduled to work during any hours the university was closed but who did not work due to the closure will receive paid leave at their regular hourly rate of pay for the hours they were scheduled to work during the closure. Note: This provision does not apply to non-benefits-eligible temporary or casual employees. Exempt employees who were scheduled to work during any hours the university was closed but who did not work due to the weather conditions will receive their regular pay.

Hours Not Normally Scheduled and Not Worked During the University Closure

Employees who were not scheduled to work during the hours the university was closed (due to their customary schedule and unrelated to the weather) will not receive compensation for those hours.

Use of Leave Time Unrelated to the Weather

Exempt and non-exempt employees, including benefits-eligible temporary employees, who were not scheduled to work during the closure due to time off (e.g. vacation, health and personal leave) that was pre-approved and unrelated to the anticipated or actual weather conditions will be charged leave time regardless of the weather or the operating status of the University.

Hours Scheduled but Not Worked when the University was Open

Exempt and non-exempt employees, including benefits-eligible temporary employees, who were scheduled, but did not work due to personal weather-related travel conditions when the University was open, may charge the time to health and personal leave or vacation (in accordance with those policies) up until the University closed. For example, if the university closed at 10:00 am and the non-exempt employee's normal schedule began at 8:00 am, they would use 2 hours of HAP or vacation from 8:00-10:00 am and then they would receive paid leave per the above section "Hours Scheduled but Not Worked during the University Closure." This also applies to employees who did not return to work when the university reopened due to personal weather-related travel conditions. For example, if the university re-opened at 4:00 pm and the non-exempt employee's normal schedule ends at 4:30, they would use 30 minutes of HAP or vacation time. Alternatively, and with supervisory approval, non-exempt employees may request leave without pay instead of using vacation or HAP accruals. Please be mindful that the opportunity for nonexempt staff to make up the time within the same workweek may be limited if the University closure occurs at, or toward, the end of the pay week (e.g. Tuesday or Wednesday).

Per [Policy 6.9, Time Away From Work](#), exempt staff members should use health and personal leave or vacation in increments of ½ day or more. If the absence is less than ½ day, no accruals should be used.

Hours Worked When the University was Open

All non-exempt employees who worked when the University was open should be paid for hours worked at their regular hourly rate of pay, even if the hours worked were contiguous to the hours the University was closed. Exempt employees will receive their regular pay.



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Pay Code Clarification – Workday Time Tracking (Effective January 4, 2018)

- Time entry code “Unscheduled Closure – Remote Work” is used for individuals who worked remotely during the closing (straight time)
- Time entry code “Unscheduled Closure - Paid at 1.5x; Paid Time Off Banked at 1.0x”: used for individuals required to work during the closing (1.5 times pay and paid time off credit equal to the hours worked during the closure). Paid Time Off Credit is applied automatically when this code is used.
- Time entry code “Unscheduled Closure – Paid at 1.5x; No Paid Time Off Banked”: used for individuals required to work during the closure who are non-benefits eligible.
- Time Entry Code “Unscheduled Closure - Paid, No Work” used for individuals who were scheduled to work but did not work due to the closure
- Time Entry Code “Regular”: used for employees who worked as scheduled prior to the closing

Overtime Calculation

Hours recorded using the following pay codes are considered in any overtime calculation.

Workday Time Tracking (Effective January 4, 2018)

- Regular
- Unscheduled Closure – Remote Work
- Unscheduled Closure - Paid at 1.5x; Paid Time Off Banked at 1.0x
- Unscheduled Closure – Paid, No Work
- Unscheduled Closure – Paid at 1.5x; No Paid Time Off Banked

Student Employees

Students who work during a University closure are paid at their normal rate of pay for the hours they work. If a student isn't scheduled or is scheduled and doesn't work, they do not receive any pay. Questions related to student employees should be directed to the Student Employment Office at 255-5145.