**Memorandum**

TO:              USG Staff

FROM:        The Office of Human Resources

DATE:         December 16, 2020

SUBJECT:  HR Guidance on Inclement Weather for the 2020-21 Academic Year

With this memorandum, the Office of Human Resources (OHR) would like to provide critical information pertaining to work expectations during inclement weather. This guidance is to assist employees and managers in determining whether leave is appropriate in the case of early, delayed, or temporary suspension of USG operations. While we will be following [UMD's Inclement Weather guidance](https://umd.edu/weather), it is important to understand that we will not be following their campus closure decisions. Any decision related to USG campus closing and/or suspension of activities will be made and communicated by USG. Please note,**USG campus will be closed on December 16, 2020 due to weather conditions. Telework and virtual classes remain as scheduled.**

If an inclement weather event occurs, communications will be announced through various channels including

* USG homepage
* USG Campus alerts text messages (sign up [here](https://shadygrove.umd.edu/campus-resources/public-safety/campus-alerts))
* USG App
* USG Twitter
* USG Facebook
* USG Closure Voice Message line (301) 738-6000
* Local news outlets via radio and TV

**Teleworking** - USG expects faculty, staff, and students who are able to work remotely to continue to follow standard protocol for a normal business day. This includes employees who are currently teleworking as well as those who are currently on a flexible/alternating work schedule (i.e. some days remote, some days on campus) If an employee is unable to work remotely for personal reasons, they may choose to use annual or personal leave. Employees working remotely are not eligible for Administrative Leave. Contingent I and student staff who are not able to work remotely are not eligible for administrative leave.

**Essential Employees** - Essential Employees will follow closure decisions made by USG and should report to work if directed by their manager. Consistent with USM policy, non-exempt Regular and CII essential employees who are required to work on campus during inclement weather will receive compensatory time or additional pay in accordance with the employee's overtime status and relevant human resources policy on work hours and overtime. For those whose regularly scheduled work shift(s) did not include the period covered by the inclement weather event, and are required to work on-site during this time, will receive compensatory pay leave or additional pay for the hours worked in accordance with the employee's overtime status and relevant human resources policy on work hours and overtime.

Essential employees who are not asked to report to work on campus, and those who are not able to telework and are not needed to work on-site for all or some of the hours they are typically scheduled to work will be awarded administrative leave for the affected time period.

**Employees in Leave Status** - Employees scheduled for approved annual leave, sick leave, personal leave, compensatory leave, approved leave without pay or any type of unpaid leave on the date(s) of an inclement weather event are considered to be in a "prior leave status" and so are not covered by the provisions of this guidance; leave should be recorded as planned and scheduled.

During this winter season, please find this helpful [visual reminder](https://public.boxcloud.com/d/1/b1!jQDHuqHLaxrDRr7dsr3xOckQ-FPMD_wIumhV9lqO90hvv5YLgY5QXg3ZeBjQk-sLtckhTWHM5LGgHX_e9ONsH_ZHq2nBT6rUjLztCdZZMWwxz8taVOTyvTv9ZwS-sbUti-LAIz6sdxei9KdhoJKj5KMzzruwQH59WZVhNdCOd-oTsv6-H-_WdZ6TdbZUQ5BJrLBZXA29Mn-phX3FwcTdLZTYvHTrN48nM-nRo1nsFPZOOVh1mayZwX28ki9gjmbJKnWFdUuD_ADcl1rAcc9LRaVEfJSMTbdI3cl1MV_otMLttMlbjP-uma2uBTe761y3QMbNzYuGGqzHBDTfthdfHPY3YIuv8k6XINfLypErs-0cARksGf8hcmwq8f_xIeem6G-QxRPtjub6f346Iryu_apc2JwmkcIK2VxcItzDRyxGbDB8EWuiP3_ZVLfeeVyFDFb0Cd_QEoP-gmiBingHQe1lHJz7Hrg5qLvLmxoYeo3jkyDeQH0xCMwQu8wug7jdIle7sXzeyBNz7ybebDFaKZ4xdQK3K77ilyD4-jrAOYvWiaoVltD5-J8YohYpIJ4IusPNL23ztOFUP1aQLYfTPnw0kTraAJu7JLX_DMd-_sq_aBBZlkjC8jBUJ4vrQhY-_ZL4V4m2a2KDXrCrfqG8iJAjq64GgT-cpt1yqtEI6rALxiTJqpN4WYX6Cc4hprzRcZRYLhY-U8Z6MmMirlGxO4Ix4H3J6rNkVz1xnaDCQ-EJ_ixSrFHs7efHJGSd7xemHKFtkwjcVGrbJ_F7ph2ptGT7t9K6FCofCsxR0wVarGRbMYfjkB5_pQpZPMSVraE1IygtTeSFMJt1ekMrJQLkeXIG5gloyin7fS_K7IG4v5wV31iJZdWyD1DS5ymCzSwm4rsmZukYV9zcBpNrvh2Xs0fD5kXSxNEuFtoBue1Xn1rHCoku5GHqUCda0YqxTxadK7aiVUhK-SGt1P5jmJqZ9PFMWAh0j3uKdkkCdRtwwREU9VtEq3G2vUWSl5NbPeY_0e6ssdXLNdEmrrLy86qL4gjciSaNxMiY75ih45pkX8skZsAjj-JnTGOe8_dIG760OlZlMy5bT3Z5DeDwzUTKVLTHLNbz62OnbLoI5F8HVykJVNRp6eTaitlce-erCjcVwn4DfQuYnIYKcRVFbIMo7b59CZR8fATP2Xn-ch7HCBmotPPvD5c8u8tAjC4z6v4j5VV8ATr3E6bcuYnIvbeOI6baYMzKDta6frRGS7QYUE0S4HangYPApCFRtS7qRmN_sJiKIUHBVFRoYyuI0VyXLS1J6QE0qp4GDLFBWUKO4fuDNx4jdqp6a7NtitIOEie-ZTVQy8ie3-ZZ2EB2c-B_miV2VMkntmc5egNb-bKTTLP2zIipiM-f1RxxqF428SirsmCVGBVkOgMGZK2SYl2Lar56AxMHZAH7Lw../download) on winter weather tips to keep you healthy and safe. Kindly continue to follow all appropriate safety guidelines, and we thank you for doing your part in keeping USG safe and healthy.

Should you have any questions or concerns, please contact the [Office of Human Resources](https://shadygrove.umd.edu/faculty-and-staff/human-resources).

Thank you!

Regards,

Nitshu

**Nitshu Joshi, M.P.S.**  
Senior Coordinator  
Office of Human Resources

**The Universities at Shady Grove**  
9636 Gudelsky Drive, Building III, Office 3155  
Rockville, MD 20850  
T 301-738-6114 | F 301-738-6140  
[shadygrove.umd.edu](http://www.shadygrove.umd.edu/hr)  
[USG HR BLOG](http://blog.umd.edu/usghr/)