



MOLLOY UNIVERSITY

Policy # HR.320
Emergency Closing Essential
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Essential Employees
Last Revised: 09/04/2014
Last Reviewed: 07/01/2022

EMERGENCY CLOSING – ESSENTIAL STAFF

Decisions on school closings are announced no later than 7:00 am on the days in question. The University will announce the details of the closing through the Molloy University emergency notification system and on its website.

Essential personnel will regularly be called into work on an emergency closing day and response is mandatory. Any non-exempt employee who is called into work on a day when the University is closed for an emergency will be paid as follows:

- When a non-exempt employee is requested to be on stand-by awaiting further instructions regarding reporting to work for an emergency closing they will be paid at their regular hourly rate for a maximum of three hours.
- When a non-exempt employee is requested to report to work for during an emergency closing, they will be paid at time and one half their regular hourly rate.
- When emergency management situations necessitate working more than forty (40) hours per week. The overtime policy will apply.
- If an employee is scheduled to be off for a vacation or personal day and cannot report to work if requested, the vacation or personal day will be charged as planned.
- When the University closes during a regular work shift, pay at time and one half will apply for the duration of the shift.