



## FAQ Weather Policy

Xavier has updated the weather policy to include work from home on days the campus is closed, <https://www.xavier.edu/hr/guides-policies/weather-policy>. On these days the University operations will still continue with staff working from home.

We understand not every staff employee is able to work from home in the same manner they can while on campus. The expectation is that division leaders and supervisors work with their areas to establish what makes sense. Staff employees who have laptops should plan to take their laptops home and forward work phones to their mobile phones when inclement weather is expected.

While not all-inclusive, the following FAQ is meant to serve as a source of information for the university's staff.

**Q:** How do I know if I am considered an essential employee?

**A:** Employees whose responsibilities are vital to the continuity of University operations and who have been issued advance written instructions on a standing basis by the appropriate manager or manager's designee to report to work in case of the campus closing/emergency. Managers are responsible for ensuring that Essential Personnel are aware that they must report to work and for staffing work under inclement weather or emergency conditions.

**Q:** I am considered an essential employee - if the campus is closed and I am still required to come to work on campus am I still entitled to receive essential pay?

**A:** Yes, please refer to the policy for more information:  
<https://www.xavier.edu/hr/documents/policies/policy-essential-personnel.pdf>

**Q:** How do I know if my position is defined as weather or event essential or nonweather or event essential personnel?

**A:** Individual departments are responsible for designating "weather or event essential personnel" and ensuring that all such employees are aware of their responsibilities. These duty areas might include positions in facilities management who assist with snow and ice removal or Campus Police. Individual staff members who are uncertain of their designation as essential or non-essential during inclement weather should consult with their supervisor.

**Q:** I forgot to bring my laptop or other work at home, what should I do?

**A:** Reach out to your supervisor for direction.