

University Policy: Personnel Requirements During Modified Operating Status

Policy Category: Personnel

Subject: Work Modalities During Modified Operating Status

Responsible Executive: Chief Financial Officer, Vice President & Treasurer

Office Responsible for Review of this Policy: Office of Human Resources

Procedures: Operating Status Procedures, Departmental emergency operating plans

Related University Policies: Operating Status Policy; Accrued Sick and Safe Leave Policy, Schedule and Work Modality Policy, American University Staff Personnel Policy Manual

I. SCOPE

This Policy applies to all employees of American University (the “University”).

II. POLICY STATEMENT

This Policy establishes expectations for employee reporting, compensation, and remote work during periods when the University modifies its operating status pursuant to the Operating Status Policy.

III. DEFINITIONS

Essential Services: Services that are required to maintain the health, safety, security or wellbeing of students, faculty, staff, facilities, university grounds or other functions critical to campus operations.

Essential Staff: Personnel who provide Essential Services and are required to report to work at times when the University’s standard operating status has changed. Essential Staff may be determined on a situational basis. Essential Staff are defined by departmental operating plans. Their designation may change depending on operational needs and safety assessments, as applicable.

Hybrid Work Agreement: A document which, in accordance with the Schedule and Work Modality

Policy, confirms the approved work modality for individuals in positions not requiring full physical presence.

Instructional Continuity Plan: A course-specific explanation that details how instruction and assessment will proceed when the University's operating status has changed.

Operating Status: Operating Status indicates whether standard campus activities are in effect or modified due to conditions such as inclement weather or other emergencies. The categories of operating status are set forth in the University's Operating Status Policy.

IV. POLICY

A. Personnel Requirements for each Operating Status

University employees must report for duty in accordance with the requirements set forth below for each Operating Status as defined in the University's Operating Status Policy.

1. Open

Employees are expected to work as scheduled at their designated work location as usual.

2. Open with Liberal Leave

The campus is operating in its regular status, with university business, academic and research activities continuing as normal. All employees are expected to work as scheduled at their designated work locations. Those who are unable to maintain their normal work schedule may be permitted to take unscheduled leave (paid or unpaid) and must notify their supervisors when electing to do so.

3. Closed with Instructional Continuity

- a. Essential Staff are expected to report at their scheduled time. Those who are required to perform on-campus Essential Services will continue to report to work on campus.
- b. Faculty are expected to conduct classes in accordance with their respective Instructional Continuity Plans, as needed.
- c. All non-essential staff with Hybrid Work Agreements are expected to report at their scheduled time from their remote work location. Employees may be permitted to take unscheduled leave (paid or unpaid) and must notify their supervisors when electing to do so.

- d. Non-essential staff without Hybrid Work Agreements, who are regularly scheduled to work on campus five days a week, are not required to report to work.

4. Early Departure

- a. Essential Staff are expected to report for the duration of their regularly scheduled hours. Those who are required to perform on-campus Essential Services will continue to report to work on campus.
- b. Non-essential employees working on campus should depart by the designed departure time.
- c. Non-essential staff with Hybrid Work Agreements working on campus should depart by the designated departure time but are expected to check with their supervisor to determine their status for the remainder of the day. Non-essential staff with Hybrid Work Agreements may be instructed to shift to remote work for some or all of their remaining scheduled work hours.
- d. Non-essential staff working remotely that day should continue to work as originally scheduled.
- e. Non-essential staff, including those working remotely, who are unable to maintain their normal work schedule may take unscheduled leave (paid or unpaid), and must notify their supervisors when electing to do so.
- f. During periods of modified operations, faculty are expected to conduct classes in accordance with their respective Instructional Continuity Plans, if needed.

5. Delayed Opening

- a. Essential Staff are expected to report for the duration of their regularly scheduled hours. Those who are required to perform on-campus Essential Services will continue to report to work on campus.
- b. Non-essential staff with Hybrid Work Agreements who are scheduled to work on campus should check with their supervisor to determine whether they should report at the delayed opening time or if they will be shifted to remote work for the day.
- c. Non-essential staff scheduled to work remotely should continue to work as originally scheduled.
- d. Non-essential staff, including those working remotely, who are unable to maintain

their normal work schedule may take unscheduled leave (paid or unpaid), if appropriate and must notify their supervisors when electing to do so.

- e. During periods of modified operations, faculty are expected to conduct classes in accordance with their respective Instructional Continuity Plans, if needed.
6. Closed
- a. Essential Staff are expected to report at their scheduled time. Those who are required to perform on-campus Essential Services will continue to report to work on campus.
 - b. Non-essential employees are not expected to work unless otherwise directed by their immediate supervisor to address urgent matters, as determined by the business needs of the department/unit.

B. Leave and Compensation

1. Employees with previously approved time off, including annual or sick time off, will remain on scheduled leave and cannot retroactively apply emergency closure time off.
2. Essential Staff
 - a. Only those non-exempt staff who are paid bi-weekly and categorized as Essential Employees and responding in person during the change in operating status will be paid essential hours worked plus regular hours worked.
 - b. Exempt staff categorized as Essential Staff who report to work in person during modified operating status may arrange for alternate time off with their supervisor in accordance with Section 12.15 (Alternative Time Off) of the American University Staff Personnel Policy Manual.
 - c. Individuals designated as Essential Staff may be subject to disciplinary action, up to and including termination of employment, for willful failure to report for or remain at work during a change in the University's operating status.
3. Non-Essential Full-time Staff
 - a. Full-time staff without Hybrid Work Agreements who are excused from work due to a change in campus operating status will be paid for the time they were scheduled to work, at their regular rate of pay.

- b. Full-time staff with Hybrid Work Agreements scheduled to work remotely on the day of an operating status change should work as originally scheduled or may take unscheduled annual time off for the period of closure after consulting their supervisor.
 - c. Non-exempt full-time staff with Hybrid Work Agreements who report to campus on a day of early departure or delayed opening may record emergency closure time off for the number of hours of campus closure. The recorded number of hours worked plus hours of emergency closure time off may not exceed the total number of hours regularly scheduled for that day.
4. Part-time Staff

Part-time staff who are excused due to a change in campus operating status will not be compensated for time lost due to a campus closing.

V. EFFECTIVE DATE AND REVISIONS:

This Policy is effective as of January 22, 2026.