 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-7-172 (HRG)
POLICY TITLE: Operational Interruptions Requiring Remote Work	EFFECTIVE DATE: February 1, 2025
RESPONSIBLE DEPARTMENT: Office of the President, Human Resources, and Payroll	General Personnel

(A) PURPOSE

To establish a Policy for circumstances when the University determines that engaging in regularly scheduled on-campus operations could create a health or safety risk and, therefore, requires employees to engage in Remote Work for a specified period of time.

(B) SCOPE


This Policy applies to all faculty, administrative staff, unclassified hourly employees, and classified civil service employees at the Institution. This Policy does not apply to student employees.

(C) DEFINITIONS

- (1) “Regular Rate of Pay” refers to the Employee’s base rate of pay.
- (2) “Remote Work” refers to work that employees perform off-campus at an alternative work location (e.g., home).

(D) POLICY STATEMENT

- (1) The University may determine it is in the best interest of its students and employees to continue to conduct its operational activities, but to do so by engaging in Remote Work instead of having all regularly scheduled employees report to the Rootstown campus. Circumstances that may require employees to engage in Remote Work include, but are not limited to:
 - (a) disease epidemic;
 - (b) hazardous weather conditions;
 - (c) law enforcement emergencies;
 - (d) damage to a building or property;

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- (e) a utility failure rendering a significant portion of campus unfit for use; or
- (f) any other natural disaster or emergency that threatens the health or safety of the campus or the surrounding community.

(2) Remote Work Notification

- (a) When Remote Work is required, the University will notify employees utilizing the Emergency Notification System in place at the time (e.g. RAVEAlert or similar system). Employees’ emails are automatically entered into the Emergency Notification System, but they must sign up at <https://www.neomed.edu/police/campus-safety/rave/> to receive alerts via text or phone calls.
- (b) If time permits, the University will issue an email to all employees, outside of the Emergency Notification System, to communicate the requirement for Remote Work and any other necessary information related to the interruption of regularly scheduled on-campus operations.

(3) Compensation

- (a) Employees will receive their Regular Rate of Pay while engaged in Remote Work. If an employee is unable to engage in Remote Work on a day that Remote Work is required, the employee must utilize vacation leave or compensatory time in order to be paid. If the employee does not have vacation leave or compensatory time available, the employee is required to take leave without pay.
- (b) Hourly employees who are required to report to campus when Remote Work is required will be compensated at one- and one-half times their Regular Rate of Pay for the number of hours worked. Compensatory time may be elected in lieu of overtime compensation. If the circumstances requiring remote work are expected to be lengthy in duration, hourly

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employees will be notified when they will be returned to their Regular Rate of Pay.

- (4) When the University requires an employee to engage in Remote Work, it is considered to be in addition to any Remote Work that has been previously approved through the Flexible Work Arrangement policy. Employees who do not have an approved Flexible Work Arrangement should consult their Immediate Supervisor for direction on what work they are to perform when Remote Work is required.
- (5) The Dean of each college, in collaboration with the Senior Vice President and Provost, will determine for their respective college, and communicate to their students, whether classes will be cancelled or held remotely on a day when Remote Work is required.