Special Edition Management Update - April 27, 2009

Warm Temperatures Lead to Managers' Discretion to Release Employees Early

Due to the unusually warm temperatures today (April 27) and the fact that air conditioning units in some buildings on the Kent Campus are not operational yet, managers and department heads are being given permission to release faculty and staff from their jobs early today. The decision was made by **Gregg Floyd**, vice president for finance and administration, in consultation with **Willis Walker**, vice president for human resources, and the Office of the President.

The university will not close, and classes are not cancelled. Rather, managers and department heads should use their best judgment to determine if excessive heat in their respective buildings is interfering with the workflow. If that is the case, employees should be sent home. Unclassified employees are encouraged to work from home, if possible.

In the case of academic units, deans and department chairs should also use discretion in deciding if temperatures in their buildings are too warm to hold classes. If that is the case, classes may be cancelled.

Employees who are sent home will not be required to take any leave (i.e., vacation, sick, comp time) for the remaining hours of their shift.

As stated earlier, the university will remain open, which means essential offices and employees will be required to remain. Departments and offices in buildings with operational air conditioning units should remain open, and employees should complete their normal shifts.

For questions, contact **Joe Vitale**, director of talent management, at 330-672-2901 or jvitale1@kent.edu, or **Judith Brooks**, manager of talent acquisition at 330-672-8312 or jbrooks10@kent.edu.