

## Suspension or Closure of University Operations Pay and Benefit Policy

The following policy addresses pay and benefits for employees during the following circumstances:

- Emergency suspension of campus operations,
- Emergency closure of campus operations,
- Administrative closure of campus operations, and
- Holiday closure of campus operations.

### Emergency Suspension of Campus Operations

In the event of an emergency suspension of campus operations, most likely due to severe weather, all services and offices will remain open virtually. An emergency suspension of campus operations may be for the entire work day or a portion of the work day. The hours of suspension will be detailed in the closure announcement. Employees who can work remotely should do so. Employees who cannot perform their job duties remotely should complete tasks or professional development as assigned by their supervisor during their regularly scheduled work hours. Employees designated as essential service, and who have been authorized and advised to report for duty, are expected to do so on campus.

### Employees Designated as Essential Service (Hourly Operating Staff)

Employees who are authorized and advised to report for duty and work on campus during an emergency suspension of campus operations will receive compensatory time at the rate of 1.5 times the hours worked plus the applicable normal rates of pay (including overtime, if any). The additional compensation will apply to the hours identified in the closure announcement.

If an essential service employee is not authorized or advised to report for duty during an emergency suspension of campus operations, they should remotely complete tasks or professional development as assigned by their supervisor during their regularly scheduled work hours. Provided they do so, they will be compensated for their normally scheduled work hours at straight time.

It is the expectation that essential service employees will report to work on campus if advised to do so. However, if an essential service employee determines they are unable to work during an emergency suspension of campus operations for weather related reasons, their supervisor should be notified, the absence will be considered approved with available vacation, compensatory time, or leave without pay authorized accordingly. If an essential service employee repeatedly does not work in suspension/closure situations it could lead to a performance improvement plan and/or progressive discipline since doing so is an expectation of the position.

Provisions of Collective Bargaining Agreements will be applicable with respect to negotiated staff.

### *Hourly Time Sheet Documentation*

- Normally scheduled work hours should be reported as Regular Hours.
- Hours worked should be reported as Comp Time Earned @ 1.5.
- If hours worked includes overtime, overtime hours should be reported as Paid OT @ 1.5.
- If hours worked includes overtime, half of the number of overtime hours worked should be reported as Comp Time Earned @ 2 (compensatory time for overtime is earned as straight time).

- Indicate in the comments section – “essential service working during suspension of campus operations.”

Employees Not Designated as Essential Service (Hourly Operating Staff, Salaried Operating Staff, Salaried Supportive Professional Staff, Salaried Faculty, Salaried Graduate Assistants)

Employees in these categories should not report for in-person work and should work remotely if they are able. During an emergency suspension of campus operations, those employees who normally are not able to work remotely should remotely complete tasks or professional development as assigned by their supervisor during regular work hours.

If an employee in these categories determines they are unable to work during an emergency suspension of campus operations for weather related reasons, their supervisor should be notified, and the absence will be considered approved with available vacation, compensatory time (hourly employees only), or leave without pay authorized accordingly.

Employees Not Designated as Essential Service (Hourly Extra Help, Hourly Student Employees, Hourly Graduate Assistants)

Employees in these categories should not report for in-person work and should work remotely if they are able. If they are unable to perform their work remotely, they should not work and should not be compensated.

### Emergency Closure of Campus Operations

In rare instances, an emergency closure of campus operations may occur. This is most likely to occur in a severe weather situation. In this case, all offices and facilities are closed. An emergency closure of campus operations may be for the entire work day or a portion of the work day. The hours of the closure will be detailed in the closure announcement. Except for employees specifically authorized and advised to report for duty and designated essential service, employees are not expected to work.

Employees Designated as Essential Service (Hourly Operating Staff)

Those employees authorized and advised to report for duty and work on campus during an emergency closure of campus operations will receive overtime at the rate of 1.5 times the hours worked plus the applicable normal rates of pay. The additional compensation will apply to the hours identified in the closure announcement.

If an essential service employee is not authorized or advised to report for duty during an emergency closure of campus operations, they will be compensated for their normally scheduled work hours at straight time.

It is the expectation that essential service employees will report to work on campus if advised to do so. However, if an essential service employee determines they are unable to work during an emergency closure of campus operations for weather related reasons, their supervisor should be notified, the absence will be considered approved with available vacation, compensatory time, or leave without pay authorized accordingly. If an essential service employee repeatedly does not work in suspension/closure situations it could lead to a performance improvement plan and/or progressive discipline since doing so is an expectation of the position.

Provisions of Collective Bargaining Agreements will be applicable with respect to negotiated staff.

#### *Hourly Time Sheet Documentation*

- Normally scheduled work hours should be reported as Regular Hours.
- Hours worked should be reported as Paid OT @ 1.5.
- Indicate in the comments section – “essential service working during emergency closure of campus operations.”

Employees Not Designated as Essential Service (Hourly Operating Staff, Salaried Operating Staff, Salaried Supportive Professional Staff, Salaried Faculty, Salaried Graduate Assistants)

Employees in these categories are not expected to work and will be compensated for their normally scheduled work hours at straight time.

Employees Not Designated as Essential Service (Hourly Extra Help, Hourly Student Employees, Hourly Graduate Assistants)

Employees in these categories are not expected to work during a severe weather or an emergency closure.

#### *Administrative Closure of Campus Operations*

The university can schedule or declare an administrative closure day. Typically, these days are scheduled around the holidays, but can be used in other instances as well. In this case, all offices and facilities are closed. Except for employees specifically authorized and advised to report for duty and designated essential service, employees are not expected to work.

Employees Designated as Essential Service (Hourly Operating Staff)

Those employees authorized and advised to report for duty and work during administrative closure of campus operations will receive compensatory time credit at the rate of 1 times the hours worked (\*or additional straight time pay for hours worked at the discretion of the department) plus the applicable normal rates of pay (including overtime, if any).

If an essential service employee is not authorized or advised to report for duty during an administrative closure of campus operations, they will be compensated for their normally scheduled work hours at straight time.

It is the expectation that essential service employees will report to work on campus if advised to do so. However, if an essential service employee determines they are unable to work during an administrative closure of campus operations for weather related reasons, their supervisor should be notified, and the absence will be considered approved. The employee will be paid the appropriate administrative closure pay, but will not receive any supplemental pay. If an essential service employee repeatedly does not work in suspension/closure situations it could lead to a performance improvement plan and/or progressive discipline since doing so is an expectation of the position.

Provisions of Collective Bargaining Agreements will be applicable with respect to negotiated staff.

#### *Hourly Time Sheet Documentation*

- Normally scheduled work hours should be reported as Regular Hours.
- Half of the hours worked should be reported as Comp Time Earned @ 2.

- If hours worked includes overtime, all overtime hours should be reported as Comp Time Earned @ 1.5.
- Indicate in the comments section – “essential service working during administrative closure.”

\*If the department elects to pay additional straight time, the information above is the same, however, it should be reported as Paid OT instead of Comp Time Earned.

Employees Not Designated as Essential Service (Hourly Operating Staff, Salaried Operating Staff, Salaried Supportive Professional Staff, Salaried Faculty, Salaried Graduate Assistants)

Employees in these categories are not expected to work and will be compensated for their normally scheduled work hours at straight time.

Employees Not Designated as Essential Service (Hourly Extra Help, Hourly Student Employees, Hourly Graduate Assistants)

Employees in these categories are not expected to work during an administrative closure.

### Holiday Closure of Campus Operations

Annually, Human Resource Services announces the holidays approved by the President and endorsed by University Council. On designated university holidays, all offices and facilities are closed. Except for employees specifically authorized and advised to report for duty and designated essential service, employees are not expected to work.

#### Employees Designated as Essential Service (Hourly Operating Staff)

Those employees authorized and advised to report for duty and work during a university holiday or the day a holiday is observed will receive overtime at the rate of 1.5 times the hours worked plus the applicable normal rates of pay. The additional pay for working on a holiday or the day the holiday is observed is only paid on one of the two designated days.

If an essential service employee is not authorized or advised to report for duty during a university holiday, they will be compensated for their normally scheduled work hours at straight time.

It is the expectation that essential service employees will report to work on campus if advised to do so. However, if an essential service employee determines they are unable to work during a holiday for weather related reasons, their supervisor should be notified, the absence will be considered approved. The employee will be paid the appropriate holiday pay, but will not receive any supplemental pay. If an essential service employee repeatedly does not work in suspension/closure situations it could lead to a performance improvement plan and/or progressive discipline since doing so is an expectation of the position.

Provisions of Collective Bargaining Agreements will be applicable with respect to negotiated staff.

#### Hourly Time Sheet Documentation

- Normally scheduled work hours should be reported as Regular Hours.
- Hours worked should be reported as Paid OT @ 1.5.
- Indicate in the comments section – “essential service working during holiday.”

Employees Not Designated as Essential Service (Hourly Operating Staff, Salaried Operating Staff, Salaried Supportive Professional Staff, Salaried Faculty, Salaried Graduate Assistants)  
Employees in these categories are not expected to work and will be compensated for their normally scheduled work hours at straight time.

Employees Not Designated as Essential Service (Hourly Extra Help, Hourly Student Employees, Hourly Graduate Assistants)  
Employees in these categories are not expected to work on university holidays.