

PROCEDURES RELATED TO PAY IN THE EVENT OF UNIVERSITY CLOSURE

PURPOSE:

From time to time, extreme weather requires the University to close, for health and safety reasons. These procedures are designed to clarify how employees will be paid in the event of closure of the University.

PROCEDURES:

1. Employees who leave work due to closure of the University will receive regular pay for the regularly scheduled work day, notwithstanding the closure.
2. Employees whose work period would have begun during the closure, and who did not come into work due to the closing, will be paid regular pay for the portion of the regular work period that occurred during the closing.
3. Employees who were authorized to come in to work or were authorized to continue to work during the closing will be paid regular pay for the closing plus straight time for all hours worked during the closing.
4. The employee's regularly scheduled hours that occurred during the closing will be included in the overtime base for the week — provided the employee is in a pay status. Hours worked during the closing and paid at a premium rate will not count toward the overtime base.
5. Employees who were not at work at the time of the closing because they were already using sick or vacation or convenience day leave time will be paid as intended before the closing, and must report the use of benefit time accordingly (i.e., 7.5 hours vacation).
6. Special schedules not worked will not be paid; for example, those employees who had planned to work extra hours, but left due to the closing, will not be paid for anticipated extra hours.
7. Employees whose regularly scheduled work period did not include the hours of the closing and who did not work during those hours will not receive pay for the hours during the closing.
8. Non-benefit eligible employees, including student workers and temporary workers, receive regular pay only for hours actually worked, even if those hours occurred while the University was closed.
9. If circumstances require the closing of the University to extend beyond 24-hours, work schedules and pay procedures will be determined as needed.