

University Closing Pay Procedures

When circumstances require a decision to close the University, pay for the time the University is closed will be as follows:

Non-essential Non-Exempt Staff (Benefits-Eligible)

- Non-essential Non-Exempt Staff will receive regular rate of pay for all normally scheduled hours not worked due to the closing.
- Non-essential employees who are at work at the time of the closing will be released from work.
- Non-Essential Non-Exempt staff who work remotely will be paid at their regular rate of pay for hours worked.

Essential Non-Exempt Staff (Benefits-Eligible)

- Essential employees should be identified in advance of closing.
- Essential Non-Exempt staff required to work during the closing will receive regular pay for all normally scheduled hours plus pay at the rate of one and one-half times the hourly rate for all hours worked during the closing.

Other Pay Procedures for All Non-Exempt Staff

- 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.
- 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).
- 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.
- Employees whose regularly scheduled work shift 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.
- 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. All hours worked will be paid at the straight time rate until weekly hours worked exceed 37.5, at which point hours worked in excess of 37.5 are paid at the overtime rate.

Exempt Staff

- Exempt staff members will receive regular pay regardless of work status during the time of the closing.
- Employees who were not at work at the time of the closing because they were already using sick or vacation time will be paid as intended before the closing, and must report the use of benefit time accordingly (i.e., 7.5 hours vacation).

If circumstances require the closing of the University to extend beyond 24 hours, work schedules and pay procedures will be determined as needed.