Reporting Time During Suspended Operations
University Standard: STN-U5400.04A

Effective: January 14, 2020

Authority

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Purpose

Classified employees who are covered under a collective bargaining agreement and non-exempt Professional staff are required to comply with the following time reporting standards during suspended operations. The Suspending University Operations policy applies when the University is officially announced as CLOSED.

Definitions

**Essential Personnel** - positions that are responsible for carrying out and/or sustaining critical operations of the institution as determined by the President, VPs & Deans in consultation with Department Heads. Employees who have been deemed essential are notified of this responsibility upon hire. The majority of the University’s essential personnel are in Facilities Management and University Police.

**Alternate Work Week Schedules** – workweeks and/or work shifts of different lengths.

Standards

1. **Employees Required to Make Up Hours Not Worked During Suspended Operations**

   Employees must report leave or make up hours not worked by using one of the following options:

   a) **Use Available Accrued Leave**

      Accrued leave includes comp time, vacation leave, personal holiday, or personal leave day during suspended operations. For Classified employees whose accrued sick leave balance is 176 hours or more, they may use up to 3 days of sick leave per instance of suspended operations. If using accrued leave, the employee must report the leave on the day(s) the University was suspended.
b) Take Leave Without Pay

If this option is selected, employee must report “Leave Without Pay” on their time sheet for all hours not worked during suspended operations. Unpaid leave will result in an adjustment to a Classified employee’s seniority date for each full day the employee spends on unpaid leave.

c) Work Make-up Hours

If this option is selected, employee must report “Suspended Operations” leave on their time sheet for all hours not worked during suspended operations. This leave is unpaid and employees will be compensated when they make up their hours.

- Make-up time is to be completed within 90 calendar days of a suspended operations day.
- Employees who do not make up all their time within 90 calendar days may have their seniority date adjusted.
- The make-up schedule must be reviewed and approved by the employee’s supervisor.
- Break periods cannot be used to make up time.

Working make-up hours will result in the employee working beyond their regular schedule and likely cause them to enter overtime status. In these cases, in order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. See Reporting Make-Up Hours for Suspended Operations (PRO-U5400.040A) for detailed instructions on reporting make up hours.

2. Employees on Leave During Suspended Operations will be Compensated as Scheduled

An employee scheduled to take vacation or who is on leave at the time suspended operations is declared will be compensated as previously arranged.

Any employee on medical leave or other pre-approved leave will submit leave time in accordance with the appropriate policy or agreement.

See Section 4 below for cyclic leave situations.

3. Suspended Operation Hours Apply to Alternate Work Week Schedules

If the employee was scheduled to work on the day(s) operations were suspended, follow Section 1 above for reporting leave or making up hours not worked.
If the employee was not scheduled to work on the day(s) operations were suspended, they would not report time any differently.

4. **Suspended Operation Hours Apply to Employees with Cyclic Schedules**

If the employee was not scheduled to take cyclic leave on the day(s) operations were suspended, they are to follow Sections 1 and 2 above.

If the employee was scheduled to take cyclic leave on the day(s) operations were suspended, they would report cyclic leave on their time sheet.

5. **Non-Essential Employees are Not Permitted to Work When Operations Suspended**

Non-essential overtime-eligible employees are not permitted to report to work or perform work related duties in any capacity, including working from home, when University operations have been suspended. Failure to abide can result in disciplinary action.

If operations are suspended after the employee has reported to work, employees will be compensated based on their bargaining unit contract below:

**PSE**: Employees are paid at straight time for the remainder of their shift.

**PSE Time Reporting Procedure**: Report all hours worked as “Total Hours Worked Each Day.” Enter comment “Shift started before operations were suspended.”

**WFSE**: Employees are paid at straight time for a minimum of half their shift.

**WFSE Time Reporting Procedure**: Report all hours worked as “Total Hours Worked Each Day.” Enter comment “Shift started before operations suspended.” Follow Section 1 above for making up hours not worked for the 2nd half of the shift.

If the non-essential employee continues to work after operations are suspended, the employee is to:

a) Report all hours worked as “Total Hours Worked Each Day,”

b) Enter comment “continued to work after operations were suspended as a non-essential-personnel.”

Employees should plan accordingly for possible closures at any time.

6. **Essential Employees will be Compensated as Permitted During Suspended Operations**

See definitions section on page 1 for “Essential Employee.”
a) If an Essential Employee reports to work before operations are suspended, the employee:

i. Is required to remain at work after operations are suspended until the end of the scheduled shift or as directed by the supervisor, and

ii. Will receive regular pay for all hours worked before operations were suspended,

iii. Must report all hours worked before operations were suspended as “Total Hours Worked Each Day.”

b) If an Essential Employee continued work after operations were suspended, the employee will:

i. Receive call back pay plus regular pay for actual hours worked after operations were suspended, and

ii. Report all hours worked before operations were suspended as “Total Hours Worked Each Day” and report 3 hours of Call Back Pay.

c) If operations were suspended while an Essential Employee was commuting to work, the employee will:

i. Receive call back pay plus regular pay for actual hours worked (but will not be paid for the time commuting to work), and

ii. Report all hours as “Total Hours Worked Each Day” and report 3 hours of Call Back Pay.

Frequently Asked Questions

1. Question: How do I know if I am essential personnel?

Essential personnel are employees who perform a function that is essential to university operations when the university is closed. The president, vice presidents and deans in consultation with department heads, determine these positions. If you are unsure if your position is essential, contact your supervisor.

2. Question: I was commuting to work, or just arrived to work, when the University announced suspended operations. What do I do?

When university operations are suspended, non-essential employees are not allowed to work. You should leave work when it is safe to do. Failure to abide by university policy may result in disciplinary action.
3. Question: The University closed after I arrived to work but before the beginning of my scheduled shift. Am I eligible for additional pay?

No. Only employees whose work shifts are scheduled to start before the University closes are eligible for additional pay through the union contract provisions.

Example: An office assistant’s normal work schedule is from 7 a.m. – 4 p.m. The employee arrives to work 30 minutes early for their 7 a.m. work shift. The University suspends its operations at 6:30 a.m. This employee is not eligible for additional pay because their shift was not scheduled to begin before 6:30.

4. Question: My workday or shift started before the University suspended operations. Am I eligible for additional pay?

Yes. If, as a result of your normal, scheduled work start time, you began work prior to the university suspending operations, you would be eligible for additional pay through the bargaining unit provisions. The collective bargaining agreements provide guidance on calculating additional pay:

PSE: The employee will be paid at straight time for the remainder of their shift.
WFSE: The employee will be paid at straight time for a minimum of half their shift.

5. Question: I performed work on a suspended operations day but I am not essential personnel. How will I be compensated?

Non-essential overtime-eligible employees may not report to work or perform work related duties in any capacity, including working from home, when university operations have been suspended. Failure to abide by university policy may result in disciplinary action. If you performed work, the university is required to pay you for the work that you do and you will receive straight pay for all hours worked during suspended operations. Non-essential personnel are not eligible for callback pay.

Example: An Office Assistant’s normal work schedule is from 7 a.m. – 4 p.m. The employee arrives to work 30 minutes early for their 7 a.m. work shift. The University suspends its operations at 6:30 a.m. The employee continues to work until 12 p.m. The employee would receive 5 hours of straight pay, but would not receive pay for the remainder of their shift. The employee would need to make up time or use leave for the remaining 3 hours of the work day.

6. Question: As a Classified employee, can I telework on a suspended operations day?

No, you are not permitted to telework unless the dean or department head determines that you need to perform an essential function during the suspended operations.
Contact Payroll at x2991 for time sheet reporting questions.

Contact your HR Consultant for collective bargaining agreement or policy questions:

- BFA & UR – Kelsie Cagampang at x4065
- ESS & UA – Megan Galley at x2615
- AA – Gretchen Lucas at x2513