

Compensation Management during period of Suspended Operations

Note: Only the Chancellor can declare “suspended operations.”

Suspended Operations, first day of disruption

Classified Employees

- Employees who are scheduled to work, but who do not work due to suspended operations will suffer no loss of pay for the first day of closure. No action or payroll form is required.
- Employees required to work (including those who arrived at work prior to receiving notice of suspended operations) will be paid 1.5 times their regular pay for hours worked. Follow “overtime” reporting protocols. This is subject to the supervisor’s approval and the supervisor retains the right to send an employee home at any time.
- Employees with prior approved leave for that day shall take leave for that day as scheduled.
- Employees not scheduled to work that day shall remain in no-pay status (for example, an alternate work schedule where this day is considered a “weekend”).

Exempt Employees

- By Chancellor authorization, under Administrative Procedure 2.30.05-A, exempt and administrator staff may be in paid status on this first day of suspended operations or may be required to submit leave. If in paid status, no payroll action or forms required. If leave status, follow “leave reporting” protocols.
- Exempt employees required to work (including those who arrived at work prior to receiving notice) receive their normal salary for hours worked.
- Employees with prior approved leave for that day shall take leave for that day as scheduled.
- Employees not scheduled to work that day shall remain in no-pay status (for example, an alternate work schedule where this day is considered a “weekend”).

Annually Contracted Faculty

- If a contractual day then in paid status, no payroll action or forms required. This applies also to any impacted supplemental (i.e. moonlight) contract.
 - If a non-contractual day for certain faculty, there are no pay issues (non-paid status).
- If a non-contractual day there are no pay issues.
 - For those few faculty in contracted status, remain in paid status and no payroll action or forms required. This applies to any impacted supplemental (i.e. moonlight) contract as well.

Adjunct Faculty

- If a contractual day then in paid status, no payroll action or forms required.
 - Exception: one-day contracts or hourly assignments (based on assumption that assignments were canceled in whole). Assignments are not paid (dean must contact HRO to cancel contract, otherwise faculty member will be in overpayment status).
Exceptions:
 - If administrative authorization was given to conduct assignments at an alternate worksite (i.e. from home) then assignment is compensated (follow normal time reporting protocols).
 - With supervisor approval the assignment can be made up at a later date. If so, the Dean will notify HRO of the rescheduled date so HRO can adjust payment date (if necessary) on contract. To avoid any overpayments the dean must send corrections to HRO immediately.

- If a non-contractual day there are no pay issues.

Part time Hourly

- Employees are in no-pay status (part-time employees must work to be paid, regardless of operation status).

Suspended Operations, second consecutive day of disruption

Note: Consecutive day can also include a Friday/Monday

Classified Employees

- Employees who are scheduled to work, but who do not work due to suspended operations are required to use leave (vacation, personal, CTO, leave without pay), or may request a schedule change within the same workweek. The schedule change requires advance supervisory approval and work must be completed by Sunday at midnight (i.e. within the same workweek). We suggest supervisor document the schedule change and retain documentation (do not send to HRO).
- Employees required to work (including those who arrived at work prior to receiving notice of suspended operations) will be paid 1.5 times their regular pay for hours worked. Follow “overtime” reporting protocols. This is subject to the supervisor’s approval and the supervisor retains the right to send an employee home at any time.
- Employees with prior approved leave for that day shall take leave for that day as scheduled.
- Employees not scheduled to work that day shall remain in no-pay status (for example, an alternate work schedule where this day is considered a “weekend”).

Exempt Employees

- Exempt employees scheduled to work, but who do not work due to suspended operations, will be required to use leave (vacation, personal, leave without pay) or, with advance supervisor approval may:
 1. Perform work at an alternate worksite (i.e. home), or
 2. Adjust work hours to ensure 40 hours are worked by Sunday at midnight.
- Exempt employees required to work (including those who arrived at work prior to receiving notice) receive their normal salary for hours worked.
- Employees with prior approved leave for that day shall take leave for that day as scheduled.
- Employees not scheduled to work that day shall remain in no-pay status (for example, an alternate work schedule where this day is considered a “weekend”).

Annually Contracted Faculty (same as for first day of suspended operations, see above)

Adjunct Faculty (same as for first day of suspended operations, see above)

Part time Hourly (same as for first day of suspended operations, see above)