

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 2.5 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 the first day of suspended operations is a contractual day for the academic employee, then the employee remains in paid status, and no payroll action or forms are required. This applies also to any impacted supplemental (i.e., moonlight) contracts.
- If the first day of suspended operations is a non-contractual day, there are no pay issues as the academic employee will remain in non-paid status.

Adjunct Faculty

- If the first day of suspended operations is a contractual day for the academic employee, then the employee remains in paid status, and no payroll action or forms are required.
- Exception: one-day contracts or hourly assignments (based on assumption that assignments were canceled in whole). Assignments are not paid (the dean must contact the HRO to cancel the contract, otherwise the faculty member will be in overpayment status).
 - Exceptions:
 - If administrative authorization was given to conduct assignments at an alternate worksite (e.g., from home), then the 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 the payment date (if necessary) on the contract. To avoid any overpayments, the dean must send corrections to HRO immediately.
- If the first day of suspended operations is a non-contractual day, there are no pay issues as the academic employee will remain in non-paid status.

Part time Hourly

- Represented part-time hourly employees released for suspended operations after reporting to work will be compensated for hours worked on the first day of suspended operations.
- Employees who are not required to work during suspended operations may request and may be granted a schedule change during their workweek.
- Employees who are required to work during suspended operations will receive one and one-half (1-1/2) times their regularly hourly rate for work performed during the period of suspended operations. Overtime worked during suspended operations will be compensated in accordance with Section 5.4 [Temporary Hourly] Hours of Work and Overtime in the classified collective bargaining agreement.

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 are **not required to work** during suspended operations may either use leave (vacation, personal, compensatory time, leave without pay, etc.), or 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 that the supervisor document the schedule change and retain the documentation (do not send it to the HRO).
 - Schedule changes may include working from an alternate workplace (e.g., home) with prior approval from the employee's supervisor and an active telework agreement on file with the HRO.
- Employees who are **required to work** either onsite or from an alternate workplace (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 workplace (e.g., 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)