

Procedure IV.4001.A.I, Compensation during an Unscheduled College Closure

Associated Policy

Policy IV.4001.A, Compensation

Procedure

This procedure specifies the basic guidelines for use by College personnel during an unscheduled College closure. To ensure continuity of services to students and the public, it is the policy of the College to remain open. However, during extreme conditions due to severe weather, major utility failure, public health emergency, or other reasons, the College may close parts or all of its campuses and offices in accordance with Policy III.3008.C, Emergency Incidents.

This procedure will serve as the standard guideline for closure compensation during emergency incidents. The Chancellor or designee will make and communicate the decision to close College buildings or campuses and decide if and when closure compensation will be applicable.

1. Closure compensation – Full-time employees will receive compensation at their standard rate of pay only for their regular scheduled work hours/days from the announced closure time until the employee is instructed to return to work. Closure compensation is not considered time worked for purposes of calculating overtime. Closure compensation will not exceed forty (40) hours per work week.
2. During a closure, regular full-time employees will be paid for regular scheduled hours. There will be no extra time off or compensation should a closure occur on an employee's normal day off.
3. The following are not entitled to closure compensation under this procedure and shall remain in their current status: Employees
 - on leave without pay;
 - in receipt of workers' compensation;
 - on military leave; or
 - on suspension without pay
4. Employees on approved leave categories (vacation, sick, personal business, or comp time) from work during an unscheduled closure, at the time the closure is declared, will have that leave time charged against their balance.
5. Part-time staff employees, agency workers, and subcontractors who do not work during the closure will not be paid.
6. Full-time faculty scheduled to teach an overload class during a closure, will be paid for their assigned overload. Part-time faculty assigned to teach a full course during a closure will be paid for their assigned classes. Part-time faculty paid via timesheets should submit hours throughout the semester when time is worked.

7. To ensure proper crediting of employee effort and compensation during a closure, employees must have the approval of the Incident Management Team to be present or remain on College property.
8. Employees who are not asked to work during a closure should leave the campus or office as soon as possible. Employees should not return to work until the announced reopening time for the College or notification to return to assigned work.
9. Any work performed during the closure, not approved by the Incident Management Team, will be paid at the employee's normal rate for actual hours worked and in lieu of closure compensation. Employees working without authorization could be subject to discipline.
10. Full-time, salaried, exempt employees, designated as essential employees and required to report to and/or remain on campus, or other designated location, during a closure will receive their regular compensation only. At the sole discretion of the Chancellor, the Human Resources Department may present a proposal for supplemental pay for exempt employees in extraordinary circumstances.
11. Full-time, non-exempt employees, designated as essential employees and required to report to and/or remain on campus, or other designated location, during a closure will be paid for all hours actually worked, in addition to their closure compensation.
12. Full-time employees, designated as essential employees, that do not report to and/or remain at work may be ineligible for closure compensation and could be subject to discipline.
13. If part-time, hourly or full-time, non-exempt employees are required to work outside the College service area, during a closure, all time spent on travel to and from the assignment is considered work-time.
14. If part-time, hourly or full-time, non-exempt employees are required by the Incident Management Team to remain in a College facility, or other designated location, to perform their assigned work during an unscheduled closure, all time spent on-site is considered work-time.
15. For partial campus and/or building closures, all employees should communicate with their leader to understand the extent of the closure and/or receive instructions.
16. The provisions of compensation for all hours actually worked during a closure do not take effect until the officially announced closure time and do not apply to time spent securing and preparing the work area prior to the College closure. These duties may include, but are not limited to, packing supplies and/or records, disconnecting and moving equipment, and spreading protective coverings.
17. An employee remaining on campus without the direction and/or supervision of the Incident Management Team, is not eligible for and will not receive compensation beyond that approved for employees released from work and sent home.

18. In the event payroll must be processed during a closure, data used may be from the previously processed payroll period. Adjustments will be made when the College reopens.

- Direct deposits – Payroll for employees enrolled in direct deposit will be processed as soon as conditions allow. This may be accomplished from a remote location.
- Traditional payroll checks – Payroll for employees paid by checks will be processed and released as soon as conditions allow. This processing cannot occur from a remote location thus processing will likely be delayed.

Definitions

Closure Compensation: The purpose of closure compensation is to mitigate the short-term interruption of work schedules and salaries for regular, full-time College employees. Closure compensation is not considered time worked for purposes of calculating overtime. Closure compensation will not exceed forty (40) hours per work week.

Definitions for College closures, shutdowns, evacuations, and the Incident Management Team can be found in Emergency Management’s Procedure III.3008.C.a, Unscheduled Suspension of College Operations.

Definitions for essential employees can be found in Emergency Management’s Procedure III.3008.C.b, Essential Staff.

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Associated Policy	Policy IV.4001.A, Compensation
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources