EMERGENCY/ DISASTER PAY C007

08/01/2007

PURPOSE

To provide information relative to work schedule assignment and pay practices for regular full-time and part-time employees in the event of a University declared emergency and/or when President of the United States declares our location a natural disaster.

DEFINITIONS

Essential/Designated Employees

Those employees designated essential by their supervisor and directed to work before, during and/or after an emergency or natural disaster. They are required to perform duties assigned by their supervisor that may not be consistent with normal responsibilities or work schedules during the declared emergency.

POLICY

This policy provides for pay continuance during a period of time (to be defined by the President or designee) when a University or federal declared emergency or natural disaster prevents employees from performing their regular duties. In the event of a “non-University” declared emergency/natural disaster and the University (or specific units within) remains open for business, employees who are unable to report to work must use accrued vacation and/or floating holiday time to remain in pay status.

Human Resources is responsible for administering this policy once the University announces closure due to an emergency/natural disaster. Official announcements regarding both the closing and re-opening of the University will occur through various internal modes of communication and through broadcast news media, as appropriate. Employees are to listen to appropriate news stations and use the University hotline for updated information during the period of closure.

Hospitals, clinics, physical plant, Rosenstiel Campus, and special service area employees are to follow the specific guidelines governing their work location. These guidelines may be obtained from the department head or administrator.

Supervisors have responsibility for scheduling adequate staffing before, during, and after the emergency/natural disaster period and for determining which employees are to be determined essential/designated. Persons "in charge" of department operations are to be identified and listed in the University’s Business Continuity-Disaster Recovery Plan. Essential/designated employees are to be reminded of their status on a regular basis and the department is responsible for maintaining an accurate and updated listing of these employees. Supervisors are to remind these employees of the necessity to secure their own property.

Supervisors will advise those employees who are expected to report to work during an emergency/natural disaster period.
During a hurricane “watch” period, supervisors are to remind essential/designated employees of the immediate need to secure their homes and prepare their families for the impending storm. It may be necessary to provide them with a few hours of advanced leave prior to the official closing of the University. However, they are expected to report to work prior to the closing.

Upon notice of official closing, non-essential/designated employees are to leave the University and not report for work until further notice.

While all eventualities and occurrences due to curfews, traffic bans, etc., that occur during an emergency/or natural disaster cannot be predicted or listed, a number of basic foreseen pay possibilities are set forth below.

**PAY POLICIES (University declared emergency or natural disaster)**

1. Employees who cannot leave work at the end of their shift may be permitted to continue working at their regular duties or may be assigned other duties relative to such an emergency, at the discretion of the department head.

2. Employees who are permitted to leave work early due to such an emergency/natural disaster affecting either the University, the employee’s area of residence or personal property at their residence, will receive regular pay until the end of their regular work schedule. This time will be considered as Disaster Pay - 456.

3. Employees who are unable to report to work due to a University declared emergency/natural disaster may receive regular pay for a period of time authorized by the President or designee. This time will be considered as Disaster Pay - 456.

4. Employees living in such an emergency area (or if the University is located in such an area) who arrive late for work may be granted Administrative Leave to cover the period of tardiness. Employees must make every effort to inform their supervisor of an impending delay.

5. Employees on pre-approved vacation, floating holiday or approved leave will remain in that status unless a justifiable reason is presented for changing it to disaster pay and is approved by the appropriate human resources office.

6. Essential/designated employees expected to report for work will be governed by the following guidelines.

**NON-EXEMPT (Biweekly-Paid) Employees**

a) If an emergency is declared during an employee’s normal working hours, ‘double time’ pay will be granted for all hours worked, including hours worked in excess of 40 in a work week, by essential/designated employees to become effective at the same time other non-essential/designated employees are released from work as described in Number 2 above. Supervisor will record hours worked as Disaster Double Time Pay – 460.

b) If an emergency is declared during an employee’s normal off-duty hours, essential/designated employees are expected to report to work and perform emergency/natural disaster related duties. ‘Double time’ pay will apply to all hours worked, including hours worked in excess of 40 in a workweek, during the declared emergency/natural disaster period as determined by the University. Record hours worked as Disaster Double Time Pay – 460.

c) If an emergency is declared during an employee’s normal work time, essential/designated employees are expected to remain at work and perform emergency/natural disaster related duties.
d) Duties performed by essential/designated employees are to be continued during the declared emergency/disaster period as determined by the University.

EXEMPT (Monthly-Paid) EMPLOYEES

Exempt employees, designated as essential/designated per this policy, do not receive overtime or double time pay for work performed during the emergency/natural disaster period. However, departments may compensate them by providing either some amount of “overload” pay, paid time off or a combination of the two. That determination is at the discretion of the vice president or dean in consultation with and approval by the appropriate Human Resources office.

1. Employees other than essential/designated personnel who report for work when the University has been officially designated as closed will receive regular pay. However, if their work is not considered emergency in nature, employees are to leave the University and not report for work until notified by the supervisor.

2. At the expiration of the University declared emergency/natural disaster, employees who are unable to return to work for reasons acceptable to the University may use accrued vacation or floating holiday pay to cover such absences.

3. In preparation for and upon return to work following a University declared emergency/natural disaster, employees may be asked to perform tasks which are outside of their regular duties.

Employees recently hired who are to start on a date when the University is closed during an event covered by this policy will be paid consistent with their offer of employment and as with other staff.

Employees who are on an approved leave during a time when the University is closed due to an emergency/natural disaster will remain in leave status. There will be no change in their leave status unless they can provide documentation to their supervisor about their inability to use the leave solely due to the emergency/natural disaster.

Eventualities not covered by these guidelines will be decided on a case by case basis by the appropriate Human Resources office.

Questions concerning pay procedures should be addressed to the appropriate Human Resources office. Employees are to call the University Hot Line or listen to radio or television stations to obtain information about the closing and reopening of the University.