



Procedure 410-14 Emergency College Closure Pay

Sponsor: Human Resources

Purpose

The purpose of emergency pay is to allow the President the ability to grant temporary paid leave to eligible employees due to a natural disaster, inclement weather, civil unrest or other reasons which may restrict or jeopardize the employee's safety.

Definitions

Base Compensation The primary wage earned by the employee as outlined in their faculty contract, employment letter or similar documentation.

Closure Pay The compensation issued to eligible employees who are required to not work during a college campus closure.

Emergency Closure Pay for Essential Employees The compensation issued to designated essential employees who perform their job duties during a college campus closure.

Essential Employees Some employees are designated essential staff where their work is required to ensure continuance of operations of the college. The most common roles to be considered essential are: maintenance, facilities, security, payroll and other business office functions.

FLSA The Fair Labor Standards Act which provides national guidance regarding overtime and employee exempt/non-exempt status. Non-Exempt employees are paid on an hourly basis and eligible for overtime/compensatory time. Exempt employees are paid on a salary basis and not eligible for overtime/compensatory time.

Procedure

Eligibility

All employees are eligible unless noted otherwise in this procedure.

Scope of Benefit

Emergency closures are determined on a site by site basis. The President or designee in conjunction with site coordinators will determine the need to suspend operations at site locations. In the event of a College closure, eligible employees, who are not essential, will be compensated based upon the details listed below in closure types.

Communication and Expectations

Full closures and delayed starts or early closures are communicated by the public relations and marketing and facilities teams, or member of executive leadership, to all employees via the emergency notification system. This typically employs a group text process, all-hands email, and social media/web site posts.

Employees are responsible for their own information connectivity with the college. This includes, cell phone/text access, email access, social media, website access or similar. Notifications of delayed starts, early ends and full day closures will be made using multiple outlets listed above. Unless otherwise directed, employees are not to report to work during a College or site closure.

Closure Types

Full day closure

1. Full day closures are used to ensure employee and student safety.
2. Only designated essential employees may work on full closure days. All other employees must receive supervisor approval prior to working any hours.
3. Compensation
 - a. Non-Exempt Employees: Closure pay is issued for hours the employee was scheduled to work that day.
 - b. Exempt employees will be paid their base compensation for the day.
4. If an employee is working an alternate schedule, such as a 4/10 work-week, and an emergency closure takes place on their scheduled workday, they receive 10 hours of closure pay. If it takes place on a day they are not scheduled, they do not receive closure pay.

Less than full day closure

1. Typically used for a delayed start or early closure to the workday in support of employee safety.
2. Compensation
 - a. Non-Exempt employees will be paid their base compensation rate for any normally scheduled work hours that took place during a delayed start or early closure. For example, if an employee is scheduled to work 8-5 with a 1-hour lunch and the college has a delayed start until 10am, the employee would receive 2 hours of closure pay, and assuming they worked the remainder of their schedule, they would record 6 hours or regular pay for a total of 8 paid hours for the day with a 1-hour unpaid lunch.
 - b. Exempt employees will be paid their normal base compensation for the day.

Guidance that applies to all closures

1. Part-time Employees
 - o Federal work study and student workers are not eligible for emergency closure pay.
 - o Part-time regular status employees are eligible. This employment groups ability to receive closure pay is based upon their established work schedule. For example, if a part-time employee is scheduled to work 2:00 pm to 5:00pm and the college closes early at 3:00. He/she will receive one hour or pay for time worked and then 2 hours of emergency closure pay.
2. If an employee is approved to work during an emergency closure, and is not considered essential, he / she is not eligible for closure pay when working and must record their hours per normal payroll process. This is typically seen with employees working remotely from a closed campus.
3. If an employee already had approved time off when a closure occurred, their request will continue to be processed as submitted and closure pay will not be used.
4. Employees on an approved leave of absence are not eligible for closure pay.
5. Essential employees may be asked to work during partial or full days.
6. Unless otherwise directed, employees are not to report to work during a College or site closure.
7. If an employee works at a college location that is not covered by the closure, or works remotely and they are able to perform their primary job functions, they are not subject to these closure guidelines unless approved by the College President.

Emergency Closure Pay for Essential Employees

1. During a College closure, emergency and essential staff may be required to report for work. Any employee required to work during a College closure, will receive pay that is equal to the time worked during the closure as emergency closure pay. This compensation is in addition to the employee's regular rate of pay for duties performed during an emergency closure.
 - a. If an essential employee completes their duties prior to the end of their normally scheduled shift, the employee still receives the emergency closure pay.
 - b. Example: The essential employees' standard schedule shift is 8-5. The college designates the day as an emergency closure. The employee works from 8-2 and takes a 1-hour unpaid lunch. The employee receives 8 hours of emergency closure pay and their base rate of pay from 8-2. (5 hours due to lunch) This would total 13 hours of pay for the day.
 - c. If the essential employee is required to work on a day or time that is not their normal schedule, he/she only receives their base pay and emergency pay for hours worked.
2. Emergency closure pay does not count as hours worked towards a non-exempt employees' overtime calculation.
3. Emergency closure pay is issued in 15-minute increments per payroll processing standards for non-exempt employees.

References

Fair Labor Standards Act (FLSA)

Procedure History

09/2007	Revised
07/01/2001	Revised
10/14/2009	Revised and Approved by College Council
3/17/2021	Revised
4/13/2021	Revised and Approved by Executive Leadership Council

Legal Review

3/18/2021