Suspended Operations
Classified & Professional Staff Time Reporting Guide

The Suspended Operations policy applies to when the university is CLOSED.

Authority:  Suspending University Operations Policy
            Administering Work and Leave Time Reports Policy
            Collective Bargaining Agreements

Classified Employees Who DID NOT Work During Suspended Operations

If a Classified employee did not work during "suspended operations," the employee will need to make up the time either by:

1. Working make-up hours,
2. Using available accrued leave, or
3. Taking unpaid leave

The employee must communicate their choice with their supervisor.

Working Make-Up Hours

- Make-up hours will most likely cause the employee to enter into overtime status. Therefore, in order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. For example, if a full time employee wants to make up 3 hours, they would only need to work 2 hours (3/1.5).
- Part-time employees will make up hours on a straight-time basis.
- Employees should only report the hours they actually worked on the day suspended operations occurred. Since the "Total Hours Worked Each Day" row of the time sheet is for reporting purposes only, the employee will still be compensated for the full day.
- Indicate in the comments of the time sheet the intention to make up hours not worked during suspended operations. For example, the comments could read “I did not work for the 3 hours the university was closed. I plan on making up it up by working an additional 2 hours.”
- Make-up time is to be completed within 90 calendar days of a suspended operations day. Employees who do not make up all their time within the 90 calendar days may have their seniority date adjusted.
- The make-up schedule must be reviewed and approved by the employee's supervisor.
- Meal and break periods cannot be used to make-up time.
Example of how to report hours on time sheet:

NON-ESSENTIAL, FULL-TIME EMPLOYEE: PARTIAL DAY SUSPENDED OPERATIONS

Day of Suspended Operations (university suspends operations until 11:00 a.m.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Earning</th>
<th>Total Hours Worked Each Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Nov-17</td>
<td>Fri</td>
<td>5</td>
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</tbody>
</table>

Comments: I did not work for the 3 hours the university was closed. I plan on making up it up by working an additional 2 hours.

*The employee will need to make up the equivalent of 3 hours which equals 2 overtime hours (3/1.5)*

Week of Make-Up Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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<tbody>
<tr>
<td>6-Nov-17</td>
<td>9</td>
<td>9</td>
<td>8</td>
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<td>8</td>
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<td>7-Nov-17</td>
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<td>9-Nov-17</td>
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<td>10-Nov-17</td>
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<td>11-Nov-17</td>
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<tr>
<td>12-Nov-17</td>
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</table>

Comments: On November 6 & 7, 2017, I worked an additional 2 hours to make up for the hours not worked during suspended operations.

**Using Available Accrued Leave**

Classified employees are allowed to use accrued comp time, vacation leave, or personal holiday time during suspended operations. If an employee has an accrued sick leave balance of 176 hours or more, they may use up to 3 days of sick leave per instance of suspended operations.

**Taking Leave Without Pay**

Report Leave Without Pay on your time sheet for all hours not worked during suspended operations. Unpaid leave will result in an adjustment to the employee's seniority date for each full day the employee spends on unpaid leave.

**Classified Employees Who DID Work During Suspended Operations**

Non-essential employees are not permitted to stay at work once university operations are suspended. Failure to abide by university policy may results in disciplinary action.

Essential personnel are determined by the President, VPs & Deans in consultation with Department Heads.
<table>
<thead>
<tr>
<th>ESSENTIAL PERSONNEL</th>
<th>NON-ESSENTIAL PERSONNEL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee’s shift started before operations were suspended</strong>&lt;br&gt;Employee will receive regular pay for all hours worked before operations were suspended&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;Report all hours worked before operations were suspended as “Total Hours Worked Each Day”</td>
<td>All non-essential personnel must leave work immediately.&lt;br&gt;&lt;br&gt;PSE: Employee will be paid at straight time for the remainder of their shift.&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;Report all hours worked as “Total Hours Worked Each Day”. Enter comment “Shift started before operations were suspended”.&lt;br&gt;&lt;br&gt;WFSE: Employee will be paid at straight time for a minimum of half their shift.&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;Report all hours worked as “Total Hours Worked Each Day”. Enter comment “Shift started before operations were suspended”. See options above on how to report leave for the 2nd half of the shift.</td>
</tr>
<tr>
<td><strong>Employee continued to work after operations were suspended</strong>&lt;br&gt;Employee will receive call back pay + regular pay for actual hours worked after operations were suspended&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;Report all hours worked as “Total Hours Worked Each Day” and report 3 hours of Suspended Call Back Pay</td>
<td>Employees must immediately return home. They will receive no compensation if no work was performed.&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;If employee did work, report all hours worked as “Total Hours Worked Each Day”. Enter comment “Continued to work after operations were suspended as a non-essential personnel”.&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;See options above on how to report leave during suspended operations.</td>
</tr>
<tr>
<td><strong>Operations are suspended while the employee is commuting to work</strong>&lt;br&gt;Employee will receive call back pay + regular pay for actual hours worked but will not be paid for time commuting to work.</td>
<td>Employee must leave work as soon as operations are suspended and will not be paid for time commuting to work.&lt;br&gt;&lt;br&gt;<strong>Time Reporting</strong>&lt;br&gt;See options above on how to report leave during suspended operations.</td>
</tr>
<tr>
<td><strong>Employee required to remain at work after operations are suspended?</strong>&lt;br&gt;Yes</td>
<td>No – must leave work as soon as operations are suspended</td>
</tr>
<tr>
<td><strong>Employee eligible for callback pay?</strong>&lt;br&gt;Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
**Alternate Work Week Employees**

Suspended operation hours apply to alternate work week employees.

- If you were scheduled to work on the day(s) operations were suspended, follow the above guidelines.

- If you were not scheduled to work on the day(s) operations were suspended, you do not report time any differently.

**Professional Staff Who DID NOT Work During Suspended Operations**

Per federal regulations, Professional Staff do not need to report leave if suspended operations last 4 days or less in a given work week. Professional staff not eligible for overtime are expected to work the number of hours necessary to accomplish the duties and responsibilities of their position. This may require telecommuting during suspended operations and/or working additional hours once the suspension is lifted.

If operations are suspended for a full work week or more, the full appointment time for each suspended work week should be charged with available vacation or personal holiday, or leave without pay.

Scenarios:

- Was the employee still responsible for their duty/work even while not at the worksite? Were they available to be called or contacted? Were they checking their email? Have they already worked with their supervisor on when any missed work might be made up?

  **If yes, employee would not need to report leave.**

- Was the employee completely relieved from duty and/or completely unavailable to work or be responsible for work? Was there no work that the employee could do at home given the nature of their position? Did they discussed with their supervisor that they didn’t want to be available on the suspended operations day?

  **If yes, it might be more appropriate for the employee to charge leave.**

**Scheduled Vacations/Medical/Family Leave**

- Any employee scheduled to take vacation or who are on leave at the time suspended operations is declared will be compensated as previously arranged.

- Any employee on medical leave or other pre-approved leave will submit leave time in accordance with the appropriate policy or agreement.
QUESTIONS?

Contacts:   Sarah Crawford – x6106 for time sheet reporting questions
            Kelsie Cagampang – x4065 for Collective Bargaining Agreement or policy questions