

## Frequently Asked Questions Emergency Closing & Delayed Start A Guide For Managers

### **Q: What is an emergency closing or delayed start?**

A: An emergency closing is when the President of the University or the President's designee declares that the University will not deliver academic content either in person or remotely, and that the University will not deliver student and administrative support services either in person or remotely on a particular day(s) that the University would have typically been operating.

A delayed start is when the President of the University or the President's designee declares that the University will delay operations due to a declared emergency on campus.

### **Q: How do I determine if I have essential employees who are required to report to campus during an emergency closing or delayed start?**

A: Essential employees are the minimum amount of staff required to report to campus to maintain the operations of the University during an emergency closing or delayed start.

Each department should develop a list of essential employees, based on the definition above, that would be required to report to campus during an emergency closing or delayed start.

Each department should communicate to employees who will be considered essential employees during an emergency closing or delayed start. If all staff are not required to report to campus during a closure, the department must be fair and consistent when requiring partial staffing, i.e. using volunteers first or developing a rotational list.

The CSU Alert System will notify essential employees if they are to report to campus.

### **Q: How do I pay an essential employee who is required to report to campus during an emergency closing or delayed start?**

A: Hourly employees who are classified non-bargaining, CWA and FOP are eligible to be paid at the rate of time and one-half for all hours worked, in addition to their regular compensation for the normal hours they are scheduled to work.

Hourly employees who are SEIU or hourly employees who are professional non-bargaining are eligible to be paid at straight time for all hours worked in addition to their regular compensation for the hours they are scheduled to work.

Salaried employees who are SEIU or professional non-bargaining may use flex time for any hours worked.

### **Q: How do I pay a non-essential employee who wasn't required to report to campus during an emergency closing or delayed start?**

A: Employees who were not required to report to campus will be paid for the hours they would have normally been scheduled to work.

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**Q: If the University is closed due to an emergency closing, but an employee already scheduled a sick or vacation day, do I still record that day as a sick or vacation day?**

A: No. Employees are not required to use sick or vacation time, whether it was prescheduled or not, when the University is closed due to an emergency closing.

**Q: If there's a delayed start and employees already showed up for work, will they be compensated at the overtime rate?**

A: No. Employees who already showed up for work will not be compensated at the overtime rate.

**Q: If there's a delayed start and an employee took a sick or vacation day on that day, do they still need to use the full day as sick or vacation?**

A: No. Employees are not required to use sick or vacation time, for the hours the University is closed due to an emergency closing.

**Q: Who should I contact if I have further questions?**

A: Managers should contact the HR Business Partner assigned to their college or division if they have further questions or need assistance.