



Essential Personnel Limited On-Campus Operations Pay Policy

Purpose and Scope

On occasion the University may decide to limit on-campus operations and activities due to conditions that make it harder for faculty and staff to commute to work and deliver in-person instruction and services. Events which might require limiting on-campus operations include, but are not limited to:

- Severe weather or natural disaster
- Fire or related hazard
- Immediate threat to the safety of the campus community

Employees identified by their unit as performing essential service to the campus community are required to report to work during any period of declared limited on-campus operation. There may be employees in essential positions where it may be feasible to work remotely during limited on-campus operations. For clarification employees should consult with their supervisors.

Employees in positions that are not designated as essential may be directed to work remotely. Non-essential employees may, with approval from their supervisor, request personal or vacation time to cover their absence.

Definitions

Essential Personnel refers to employees who are critical to the continuation of key operations and services that directly relate to the health, safety, and welfare of the University. Essential personnel ensure continuity of key and mission-critical operations and maintain and protect University property, especially during emergencies or administrative closure. In general, an "essential" employee is defined as an employee whose job duties affect the security, safety, or physical operation of the University (including providing services to students).

Essential personnel include, but are not limited to, University Police Sergeants, Officers, and Dispatchers, and Facilities Management staff.

Special Situations: Situations may arise that require designating individuals to perform crucial specific unit-level needs.

Procedures and Enforcement

Hours worked during limited on-campus operations must be limited to no more than sixteen (16) hours during any twenty-four (24) hour period followed by an eight (8) hour rest period.

Essential non-exempt (hourly) personnel required to report to work during a declaration of limited on-campus operations will be compensated at the rate of one and one half times their regular hourly rate up to forty (40) hours. Hours worked in excess of forty (40) will be compensated at the overtime rate of time and one half in addition to the limited on-campus operations rate.

Recording time worked by non-exempt (hourly) during limited on-campus operations must reflect all hours worked beginning 12:00 AM on the day the University initiates limited on-campus operations and continues until the campus resumes normal on-campus operations.

Non-exempt (hourly) time sheets should be completed to record all hours worked in each of the fields designated as “Regular” and “Half Time (.5)”. Any hours worked in excess of forty (40) should be recorded in each of the fields designated “OT – Time and a Half (1.5x)” and “OT – Half Time @ 1.5X”.

Essential exempt (salaried) personnel required to report to work during a declaration of limited on-campus operations will receive floating holiday time equivalent to a half day for each twenty-four (24) hour period of limited on-campus operations.

A thirty (30) minute unpaid break for each six (6) consecutive hours worked is required. During a sixteen (16) hour shift an employee may take two (2) thirty (30) minute breaks or one (1) sixty (60) minute break.

Meals from the University’s dining hall will be provided at no cost to essential employees during limited on-campus operations provided the University’s dining hall is open. During limited on-campus operations, if the dining hall is closed the University will reimburse up to \$10.75 per meal, the equivalent of the cost of a meal in the dining hall. This amount is subject to change based on dining service price adjustments. Employees must submit receipt(s) to the Office of Human Resources no later than seventy-two (72) hours of the campus resuming normal on-campus operations.

In the event the University is functioning under extended limited on-campus operations a resting location will be provided to those employees that elect to remain on campus between shifts. To exercise this convenience employees should request approval from their supervisors.

Related Policies and Regulations

[Inclement Weather Policy](#)
[Facilities Management Handbook](#)

History/Revision Information

Responsible Office/Division: Office of Human Resources

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