

June 15, 2018 University closure from 2:00 p.m. to 4:00 p.m.

On June 15, 2018, the President has declared that the University will close from 2:00 p.m. to 4:00 p.m. so that faculty, staff, and students can attend the Centennial Birthday Celebration on the Quad. This event kicks off our yearlong commemoration of our 100th anniversary. All employees are invited to attend this special event in recognition that the strength of our institution is the result of our collective contributions.

In accordance with the University's *Compensation Policy for Declared and/or Specified University Close-downs*, "permanent, part-time, and temporary employees who are scheduled to work, or who are in a pay status, but do not work due to the closing of the University for reasons indicated be paid according to the hours he or she was scheduled to work that day."

In cases where an employee is required to work to maintain essential or necessary services during the hours that the University is closed, the employee will receive their regular rate of pay for the hours worked in addition to the closure hours. The pay for the closure hours are not counted as hours worked for the purposes of calculating overtime.

Below are some frequently asked questions regarding the impact on pay for non-exempt (hourly) employees:

Q1. If I am taking a day off (vacation, sick, PTO, unpaid, etc.) on June 15, will I receive two hours of closure pay?

A1. No. The closure pay is only available to those employees who would have normally worked from 2:00 p.m. to 4:00 p.m.

Q2. If I leave at noon on June 15th and report paid time (vacation, sick, PTO, etc.) will I receive closure pay?

A2. No. You would only be eligible to receive closure pay if you were scheduled to work.

Q3. If my department needs to stay open for a portion or all of the two (2) hour closure, can they do so?

A3. Yes. The department may elect to remain open if there is a business need to do so. Employees who are scheduled to work during the closure and are required to work will receive compensation for the hours worked in addition to the closure pay.

Q4. Can I elect to work even if the University is closed?

A4. No. The University is closed and only those offices that are required to remain open due to a business need may permit employees to work.

Q5. If my shift starts at 3:30 p.m. and my department is closed until 4:00 p.m., when should I report to work and how much closure pay will I receive?

A5. You will not report to your department until 4:00 p.m. Since you are normally scheduled for 30 minutes during the closure, you would receive 30 minutes of closure pay

Q6. If my shift starts at 3:30 p.m. and my department was not able to close, when should I report to work and how much closure pay will I receive?

A6. You will report to work at your department at 3:30 p.m., just as you normally would. You would receive 30 minutes of closure pay to cover from 3:30 pm to 4:00 p.m. in addition to pay for your hours worked.

Q7. If I normally report to work at 4:00 p.m., will I receive closure pay?

A7. No. Only employees schedule to work from 2:00 p.m. to 4:00 p.m. on June 15, 2018, are eligible to receive closure pay.

Q8. What must supervisors/Kronos timekeepers do to ensure that I am paid appropriately?

A8. Supervisors/Kronos timekeepers must enter the appropriate amount of closure pay hours in Kronos and use the "Declared Closure Pay" code. A Kronos Adjustment Form is not needed.

Below are some frequently asked questions regarding the impact on pay for exempt (salaried) employees:

Q9. If my department needs to stay open for a portion or all of the two (2) hour closure, will I receive additional compensation or time off?

A9. No. Salaried employees do not receive any additional pay or time off if they are required to work.

Q10. If my department is closed and I am not required to work, how do I report the time in Kronos?

A10. Salaried employees do not need to record anything in Kronos as they will be paid their regular salary.

Should you have any questions or concerns, please contact Shana Rogers at 5-6714 or slrogers@bsu.edu or Kate Stoss at 5-1847 or kpstoss@bsu.edu.