

## **June 14, 2019 University closure from 1:00 p.m. to 4:00 p.m.**

On June 14, 2019, the President has declared that the University will close from 1:00 p.m. to 4:00 p.m. so that the campus community can attend the closing event for the Centennial Celebration. This event closes our yearlong commemoration of our 100th anniversary. All employees and their families are invited to attend this special event in celebration of our proud past and our bright future as “We Fly” into our next century.

All permanent, part time and temporary employees scheduled to work, or in pay status during the time of closure, will be paid for this three-hour period. Student workers are not eligible for closure pay.

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 closure pay, which is the equivalent of their hourly rate times the number of hours worked. The pay for the closure hours are not counted as hours worked for the purposes of calculating overtime.

Supervisors and Kronos timekeepers need to enter the appropriate amount of closure pay hours in Kronos and use the “**Declared Closure Pay**” code to ensure accurate pay for hourly employees. A Kronos Adjustment Form is not needed

### **FREQUENTLY ASKED QUESTIONS FOR HOURLY PAID EMPLOYEES**

**Q1. If I am taking a day off (vacation, sick, PTO, unpaid, etc.) on June 14, will I receive three hours of closure pay?**

A1. No. The closure pay is only available to those employees who would have normally worked from 1:00 p.m. to 4:00 p.m.

**Q2. If I leave at noon on June 14<sup>th</sup> 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 three (3) hour closure, can they do so?**

A3. Yes. The department may elect to remain open if there is a business need. Employees who are scheduled to work during the closure and are required by their supervisor to work, will receive their normal compensation for the hours worked in addition to the closure pay, which is the equivalent of their hourly rate times the number of hours worked.

**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 scheduled to work from 1:00 p.m. to 4:00 p.m. on June 14, 2019, 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.

**Q9. Are student employees eligible for declared closure pay?**

A9. No. Student employees are not eligible for declared closure pay.

**Q10. Does declared closure pay count towards the calculation of daily and/or weekly overtime?**

A10. No. declared closure pay does not count towards the calculation of overtime.

**Q11. Will an hourly employee be required to take a meal break before the 1:00 PM closure?**

A11. An hourly employee should expect to follow their normally scheduled meal breaks, however based upon department discretion and the business needs this may be flexible. Please check with your supervisor for any schedule changes.

#### **FREQUENTLY ASKED QUESTIONS FOR SALARY PAID EMPLOYEES**

**Q12. If my department needs to stay open for a portion or all of the three (3) hour closure, will I receive additional compensation or time off?**

A12. No. Salaried employees do not receive any additional pay or time off if they are required to work.

**Q13. If my department is closed and I am not required to work, how do I report the time in Kronos?**

A13. Salaried employees do not need to record anything in Kronos as they will be paid their regular salary.

**Q14: Is there a policy that guides the university's decision regarding closure pay?**

A14: 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."

Should you have any questions or concerns, please contact Shana Rogers at 5-6714 or [slrogers2@bsu.edu](mailto:slrogers2@bsu.edu) or Kate Stoss at 5-1847 or [kpstoss@bsu.edu](mailto:kpstoss@bsu.edu).