

News from Human Resource Services

Campus Closure Related to Emergency Circumstances

This message is a supplement to administrative leave during the campus closure. The following are supplemental processing instructions;

Administrative Leave - *No need to report time on the Absence and Additional Worked Form (634) or the Authorization for Extra Hours Form (682)*

- Administrative leave should be granted to all employees who were both scheduled to work and were denied access to the campus during the period(s) of closure. During periods of full or partial campus closure, employees who have already scheduled sick leave, vacation, personal holiday or CTO will still be charged for that time, unless in conflict with a collective bargaining agreement.

If you have employees who qualify for Emergency Pay please forward the following instructions to the appropriate timekeeper(s)

Emergency Pay – *If you have employees that fit the following categories, please have the employee complete the Authorization for Extra Hours Form (682) and turn it in to the department timekeeper. The department timekeeper should transfer the information onto the Overtime and Shift differential request form and submit the document to HRS/Payroll Services. I have attached a link to the form for your convenience. <http://hr.fullerton.edu/Payroll/Forms/>*

The official time of the campus closure is 12:47 p.m.

CSUEU (R02, R05, R07, and R09) – Article 20.52

- When the President has declared a state of emergency at a campus, in exchange for the performance of emergency work by bargaining unit employees outside of their normal assignment, and at a time when those employees would, subject to the approval of the University, otherwise have been able to use administrative leave, the following emergency pay will be provided.
- CSUEU non-exempt personnel required to return to or remain at work shall receive emergency pay of an additional one-half (½) hour for each hour worked up to forty (40) hours per week. Hours worked in addition to forty (40) hours per week shall be paid at time and one-half (the inclusion of the phrase "an additional" is for the purpose of clarification only).
- CSUEU exempt employee who is required to work on a day or days declared as a state of emergency at a campus, who would otherwise have been able to use administrative leave, shall receive informal time off as agreed upon by the employee and the appropriate administrator.

SETC - (R06) – Article 23.14

- When the President determines it is necessary to close the campus because of an emergency situation or condition and other employees are sent home on paid administrative leave, an employee that volunteers, is asked or is assigned by the appropriate administrator to continue working at the campus where the emergency exists, shall receive "Emergency Pay." "Emergency Pay" is compensation for the hours worked by the designated employees during their normal shift while the campus is closed during the administrative leave period. "Emergency Pay" is pay at time and one-half in lieu of straight time pay. Time worked while receiving "Emergency Pay" counts as hours worked for the purpose of computing overtime pay. Overtime worked during an emergency will be paid at the regular overtime rate of time and one-half.

- When the campus has been closed by the President and other employees have been sent home and put on paid administrative leave, the hours an employee actually works during the campus closure shall be counted toward the employees forty (40) hour workweek on an hour for hour basis.

Employees on paid time off (i.e., Sick Leave, Vacation, and Personal Holiday) when the emergency is declared who are not called back to work shall remain on such paid time off status and will not receive administrative leave pay or emergency pay.

Intermittent Hourly and Student Employees

Hourly intermittent and student employees will receive pay for the hours they were scheduled to work, even if closing the campus prevents them from working the full amount of time scheduled.

Please contact Your Account Representative with questions or further explanation.