

UNIVERSITY CLOSURE FREQUENTLY ASKED QUESTIONS

1. Is an employee paid for two hours if there is a two-hour delay or is the employee paid for the time from their usual start time to the time when the University opens?

The employee is coded 300 (paid time) from the start of their shift to the time the University is opened e.g. if the employee regularly starts at 7:00 a.m. and the University is declared closed until 10 am, the employee is paid three (3) hours under code 300.

If the employee is a critical employee, he/she would receive compensatory time and be paid for the period worked from the time the University is declared on a delay to either the time the University opens or until the employee leaves at the end of his/her scheduled day, whichever occurs first e.g. If the employee works from 4:00 a.m. to 1:00 p.m. with an hour lunch and the University is declared closed at 5:00 a.m. with an open start time of 10:00 a.m., the employee receives 8 hours pay for the time worked for the regularly scheduled day and earns compensatory time from 5:00 a.m. until 10:00 a.m. when the University is closed but he/she is working. If the employee works midnight to 9:00 a.m. with an hour lunch (from 4:00 a.m. to 5:00 a.m.), the employee receives 8 hours of pay for time worked and earns compensatory time for the period worked from 5:00 a.m. to 9:00 a.m. when the person ends his/her regularly scheduled workday.

2. What do I do if my employee works a flexible schedule?

For a full day closure, if the employee was regularly scheduled to work, pay the person for the hours already scheduled. For example, if the employee worked 4 days a week at 10 hours a day, the employee would be paid for 10 hours. If the person was not scheduled to work when the University was closed, then that person would not get paid because he/she would not normally be working that day.

3. If the employee is a critical employee and should have reported but for a weather-related reason was unable to report to work, how is the person coded on the timesheet?

Since reporting to work during University closure/inclement weather is a requirement of the job, and the individual makes a decision to not report to work, the person should be coded annual leave.

4. If an employee is a critical employee and begins his/her shift before the campus has officially reopened from a closure, how will the employee be paid?

An employee in this situation will receive pay for hours worked during their shift, as usual, and will also earn comp time at a straight time-rate for the hours actually worked until the University officially reopens. See Question 1, Paragraph 2 for examples depending on the employee's start and end times.

5. How do I code employees who do not report to work due to either their child's school being closed or inclement weather as determined by the employee, but UNM only declares an inclement weather delay or early release?

For the normal work hours of the employee when the University was closed, the employee should be coded 300, paid time. Code the employee as annual leave for the time period during their normal work hours that the University was open, and the employee was unable to report to work. This situation is different than an employee previously scheduled for Annual Leave or Sick Leave, since there were no prior arrangements. All employees previously

scheduled for leave should be coded according to the leave requested, and no paid time (code 300) should be used even if the University announces an inclement weather delay, release, or closure.

6. My area is not a critical area but Management determined that employees were needed to work for a period of time during the closure due to an urgent business need. How do I pay the employees for the time they worked during this period?

Staff required to work by the University during a closure will be paid in the same manner as employees working in critical areas.

7. If an employee had a pre-scheduled day of annual leave or called in as sick before the University was declared closed, what is coded on the employee's timesheet?

The timesheet should be coded as annual leave or sick leave respectively because the employee would not have reported either way.