



## **HRM 60.322: ADMINISTRATIVE CLOSING COMPENSATION**

### **PURPOSE**

To define the policy and procedures related to compensation of non-exempt (support staff) essential and/or emergency personnel required to work during an administrative closing.

### **POLICY**

When the University is administratively closed due to inclement weather, natural disaster, or other days as designated by the President, most employees will receive their regular rate of pay and will not be required to work. However, non-exempt (support staff) emergency and/or essential personnel assigned to work by their respective department heads will receive premium pay at the rate of two and one-half times the regular rate (one and one-half times in addition to regular pay) for all hours worked during the declared period of administrative closing. This rate applies both to “regular” hours and to “overtime” hours, regardless of the number of hours worked in the workweek involved.

Selection of essential personnel required to work during an administrative closing will be the responsibility of the department head and funding for premium pay during the closing will be from the departmental budget.

Employees who are not considered essential and/or emergency personnel as determined by the respective department heads and choose to work will not receive additional compensation. This policy excludes exempt (professional) staff required to work during an administrative closing.

### **REVIEW**

This policy and procedure will be reviewed by the Chief Human Resources Officer at least every four years.

**REVIEWED BY:**

/s/ Judy Spencer  
Chief Human Resources Officer

03/14/2018  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

03/15/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

03/26/2018  
Date

/s/ Joan Lucas  
General Counsel

03/28/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

03/29/2018  
Date