



HRM 60.322 REMOTE OPERATIONS AND ADMINISTRATIVE CLOSING COMPENSATION

PURPOSE

To define the policy and procedures related to compensation of non-exempt (support staff) Designated Employees required to work during an Administrative Closing or the transition to Remote Operations.

POLICY

Designated Employees – Those employees who are instructed by their supervisor to work in person on campus. *See University Operational Guidance at www.emergency.msstate.edu for additional information.*

When the University (or a specified office or campus) transitions to Remote Operations, impacted employees will be expected to work remotely if they are able to do so and will receive their regular rate of pay for such work. Designated Employees who are non-exempt will receive premium pay at the rate of two times the regular rate for all hours worked during the declared Remote Operations. This rate applies both to “regular” hours and to “overtime” hours, regardless of the number of hours worked in the workweek involved.

When the University (or a specified office or campus) is Administratively Closed, most impacted employees will receive their regular rate of pay and will not be required to work. Designated Employees who are non-exempt 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 Designated Employees required to work during a period of Remote Operations or 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 Designated Employees 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 Remote Operations or an Administrative Closing.

REVIEW

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

REVIEWED BY:

<u>/s/ Jason Hernandez</u>	<u>08/03/2026</u>
Chief Human Resources Officer	Date

<u>/s/ David Shaw</u>	<u>08/10/2026</u>
Provost & Executive Vice President	Date

<u>/s/ Tracey N. Baham</u>	<u>08/07/2026</u>
Associate Vice President, Institutional Strategy & Effectiveness	Date

<u>/s/ Joan Lucas</u>	<u>08/10/2026</u>
General Counsel	Date

APPROVED BY:

<u>/s/ Mark E. Keenum</u>	<u>08/24/2026</u>
President	Date