

**MISSISSIPPI STATE  
UNIVERSITY™  
Policy and Procedure**

Policy and Procedure

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 Director of Human Resources Management at least every four years.

HRM 60-322  
09/26/11

Recommended by:

/s/ J. A. Spencer

Director, Human Resources Management

08-29-2011

Date

/s/ Jerome A. Gilbert

Provost and Executive Vice President

09-09-2011

Date

Reviewed by:

/s/ Lesia Bryant

Director of Internal Audit

09-16-11

Date

/s/ Joan Lucas

General Counsel

09-16-11

Date

Approved by:

/s/ Mark Keenum

President

9-26-11

Date

**THIS POLICY HAS BEEN SUPERSEDED**