

SOUTHWESTERN UNIVERSITY

EMERGENCY PAY POLICY AND PROCEDURES FOR STAFF

POLICY:

During certain emergency situations, the University may determine that Emergency Pay Policy and Procedures are needed. In these situations, the University's President and President's Staff will announce that decision to the campus community.

Unless otherwise indicated, this policy applies to staff employees who are in positions that are categorized as "regular." Staff employees who are regularly scheduled to work a set number of hours each week, whether or not they are eligible for the University's group benefits, are generally covered by this policy.

CONTINUING OPERATIONS PROCEDURES:

In emergency situations where it is determined by the University's President/President's Staff to continue university operations, the following procedures will apply, but may be modified by the President/President's Staff for each specific emergency situation:

1. **UNIVERSITY-DIRECTED LEAVE (UDL):** Staff members who are requested by the University to leave the workplace and not return until notified to do so should enter their time as follows:

- a. For those who are not able to perform their University-related work duties remotely, their regularly scheduled hours should be entered as UDL.
- b. For those who are able to perform some or all of their University-related work duties remotely and have received their supervisor's approval to conduct work remotely, they should enter any work conducted as regular work hours and, if those hours do not total their regularly scheduled work hours, the remaining hours should be entered as UDL.

Any time entered as UDL will be paid at the staff member's regular rate of pay for the time period determined by the President/President's Staff.

2. **EMERGENCY-RELATED APPROVED LEAVE (ERAL):** Staff members who require leave that is directly related to the emergency situation should:

- a. Immediately inform their supervisor of their anticipated absence from work;
- b. **Medical-Based Leave:** Contact the University's Benefits Coordinator in the Human Resources department to confidentially review their need for medical-based leave. Their submitted request requires the review and approval by the

Vice President for Finance and Administration and the Associate Vice President for Human Resources. The University will use the policies within the Staff Handbook for general guidance, including, but not limited to: Sick Leave Policy, the Family and Medical Leave Act Policy, and other related leave policies, procedures, and practices. *Important Note:* Staff members who are approved for medical-based leave directly related to the emergency situation may be required to submit a healthcare provider's release to return to work to the Human Resources department indicating that they no longer pose a risk to others before reporting to work or are otherwise cleared to return to the workplace.

c. Non-Medical-Based Leave: Provide applicable documentation for non-medical based required leave to their supervisor. The supervisor will confer with their department head and the President's Staff member, the Vice President for Finance and Administration and the Associate Vice President for Human Resources for approval.

d. Record any Emergency-related leave time as ERAL when they enter their time.

Any time noted as ERAL will be paid at the staff member's regular rate of pay for the time period determined by the President/President's Staff to receive their regular rate of pay for the time period determined and announced by the President/President's Staff.

CONTINUED PAY:

In most circumstances not controlled by specific laws, the University will continue regularly scheduled staff pay and benefits (as applicable) for up to four weeks of combined ERAL and UDL time (160 hours, prorated for part-time), normally from the start of the emergency situation or as otherwise applicable to the individual employee's situation. The amount of the time that will be paid will be based on the staff member's regularly scheduled work. Supervisors are responsible for reviewing and approving staff member's time entries, as usual. In most cases, Temporary-On-Call positions are not eligible for UDL or ERAL.

Once the designated emergency time period has ended, and if staff members require additional leave time due to the emergency situation, they may use their regular sick and vacation leave accruals in accordance with those policies.

Unless modified by existing law, UDL and ERAL pay will be treated as regular pay for group benefits, Regular Retirement Plan, and vacation and sick leave accrual purposes. This means that the University will continue its contributions and employees will remain responsible for their normal premiums or other costs each pay period during the designated time period determined by the President/President's Staff.

EMERGENCY CLOSURE PROCEDURES:

In emergency situations where it is determined by the University's President/President's Staff to officially close the University for a period of time, it is possible that employees designated as essential may be scheduled to work. In these situations, the University's Inclement Weather and

Emergency Closure Policy will serve as a general guideline. Pay for work performed during an Emergency Closure will be as follows:

1. PAY FOR ESSENTIAL HOURLY-PAID STAFF: Bi-weekly (hourly) paid (non-exempt) staff members who are in positions that the University's President/President's Staff have identified as "essential positions" will be paid the regular overtime rate of 1.5 times base hourly rate for any hours worked during the emergency closure. The University's Inclement Weather and Emergency Closure Policy will serve as a general guideline.
2. PAY FOR ESSENTIAL MONTHLY-PAID STAFF: Monthly-paid (exempt) staff members who are in positions that the University's President/President's Staff have identified as "essential positions" will be paid their regular monthly salary for any work performed during the emergency closure.

Any deviation from this Emergency Pay Policy and Procedures requires the approval of the President/President's Staff. As with all University policies, this policy is intended as a guide and does not create a contract.

Approved March 23, 2020

Revised and Approved May 1, 2020