

University Closings

When circumstances require a decision to close the University, pay for the time the University is closed will be as follows:

- Employees who leave work due to the closing will receive regular pay for the portion of the regular shift that occurs during the closing.
- Employees whose shift began during the time of the closing, and who did not come into work due to the closing, will be paid regular pay for the portion of the regular shift that occurs during the closing.
- Employees who were authorized to come in to work or were authorized to continue to work during the closing will be paid regular pay for the closing plus straight time for all hours worked during the closing.
- The employee's regularly scheduled hours that occurred during the closing will be included in the overtime base for the week — provided the employee is in a pay status. Hours worked during the closing and paid at a premium rate will not count toward the overtime base.
- Employees who were not at work at the time of the closing because they were already using sick or vacation or convenience day leave time will be paid as intended before the closing, and must report the use of benefit time accordingly (i.e., 7.5 hours vacation).
- Special schedules not worked will not be paid; for example, those employees who had planned to work extra hours, but left due to the closing, will not be paid for anticipated extra hours.
- Employees whose regularly scheduled work shift did not include the hours of the closing and who did not work during those hours will not receive pay for the hours during the closing.
- Non-benefit-eligible employees, including student workers and temporary workers, receive regular pay only for hours actually worked, even if those hours occurred while the University was closed. All hours worked will be paid at the straight time rate until weekly hours worked exceed 37.5, at which point hours worked in excess of 37.5 are paid at the overtime rate.

If circumstances require the closing of the University to extend beyond 24 hours, work schedules and pay procedures will be determined as needed.

University Handbook Reference – Section VI, Page VI-4:

<http://www.indstate.edu/adminaff/handbook/SectionVI.pdf>