

COMPENSATION AND BENEFITS  
COMPENSATION PLAN

DEA (LOCAL)  
Administrative Regulation

PURPOSE

This procedure specifies the basic guidelines for use by College personnel during an unscheduled College closure. To ensure continuity of services to students and the public, it is the policy of the College to remain open. However, during extreme conditions due to severe weather, major utility failure, public health emergency, or other reasons, the College may close parts or all of its campuses and offices. The President or designee will make and communicate the decision to close College buildings or campuses and decide if and when closure compensation will be applicable.

CLOSURE TYPES

Full Day Closure – Full day closures occur when the college is closed for 8.75 hours per day or longer. This type of closure is used to ensure employee and student safety. Only designated essential employees may work on full day closures.

Less Than Full Day Closure – This type of closure occurs when the college is closed less than 8.75 hours per day. This is typically used for a delayed start or early closure to the workday in support of employee safety.

COMPENSATION

Full-Time, Exempt Employees – Full-time, salaried/exempt employees will be paid their base compensation for the day.

Full- and Part-Time, Non-Exempt Employees – Non-exempt, hourly employees, both full- and part-time, are not immediately issued closure pay. Depending on the date(s) and length of the closure, administration may first require full- and/or part-time, non-exempt employees to make up the hours during the remaining workweek.

If administration determines the hours cannot be made up during the current workweek, the President may request that the Board of Regents approve closure pay be issued to the full- and/or part-time, non-exempt employees (including Federal Work Study and Student Assistants) for the hours the employee was scheduled to work that day.

- For example, if a non-exempt/hourly employee is working a 4/10 workweek and an emergency closure takes place on a day he/she was scheduled to work, the employee could be eligible to receive closure pay. If the closure takes place on a day the employee is not scheduled to work, the employee would not receive closure pay.
- Similarly, if an employee was scheduled to work 7:30 a.m. – 2:00 p.m., but the College delayed opening until 10:00 a.m., the employee would only receive closure pay for the time he/she did not work (i.e., 7:30 a.m. – 10:00 a.m.).

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Overtime Not Allowed Closure compensation is not considered time worked for purposes of calculating overtime and will not exceed forty (40) hours per work week.

Compensation for Essential Employees Designated essential employees required to work during a college closure will receive their regular rate of pay for any hours they are required to work during the closure in addition to closure pay that was approved for that date. The closure compensation will be paid as straight time and will not exceed forty (40) hours or be considered time worked for calculating overtime.

- For example, an essential employee was scheduled to work 40 hours per week. Although the College closed for 8.75 hours on one day during the week, the essential employee was still required to report to work for his/her normal shift during the closure. The essential employee was compensated for his/her normal work schedule and paid straight time for the hours required to report to work during the emergency closure.

<b>Essential Position</b>	IT Technician
<b>Hourly Rate</b>	\$20.00
<b>Regular Hours Worked Per Week</b>	40
<b>Regular Rate of Pay Per Week</b>	\$800.00
<b>Hours Worked Per Week as Essential Employee During Emergency Closure</b>	8.75
<b>Straight Time Pay During Emergency Closure</b>	\$175.00
<b>Total Compensation</b>	\$975.00

Compensation for Non-Essential Employees If an employee is approved to work during an emergency closure, and is not considered an essential employee, he/she is not eligible for closure pay when working and must record his/her hours per the normal payroll process. See [Administrative Regulation CGC-R Campus Closure](#) for additional details on what to do when classes are canceled and/or the College is closed.

Compensation During Approved Leave Employees on an approved paid leave of absence (e.g., vacation, sick, family emergency, personal day) from work during an unscheduled closure are not eligible for closure compensation. If an employee is already approved and scheduled to take time off when the closure occurs, the employee's request will continue to be processed as submitted, the accrual(s) charged against their balance, and closure pay will not be applied. There will be no extra time off

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or compensation should a closure occur on an employee's normal day off.

Employees on leave without pay or on suspension without pay are not eligible for closure compensation.

WORKING DURING A  
CLOSURE

Unless otherwise directed, employees are not to report to work during a college or site closure. See [Administrative Regulation CGC-R Campus Closure](#) for additional details on what to do when classes are canceled and/or the College is closed.

If an employee works at a college location that is not covered by the closure, or works remotely and they are able to perform their primary job functions, he/she would be expected to report to work and therefore is not eligible for closure pay.

Essential Employees

During a college closure, emergency and essential staff may be required to report to work.

In general, an "essential" employee during an emergency closing is defined as an employee whose job duties affect the security, safety and physical operation of the College. Essential employees are required to work during an emergency, weather-related or otherwise, to ensure the operation of essential functions of the college community. These employees report to work per the schedule issued by their department and remain at work regardless of whether the college is not operating normally, closed, on a delayed opening or early dismissal schedule. This includes but may not be limited to, security officers, employees in Facilities & Maintenance services, Emergency Management and Information Technology.

Departments may notify employees if they are designated as an essential employee at their time of hire. However, current employees may be notified, in writing, of their status as an essential Employee at any time.

RETURN TO WORK

Employees are expected to return to work when the College reopens.

An employee who does not return to work when the College reopens must notify his/her supervisor and request to use the appropriate accruals (i.e., vacation, personal day, family emergency) for the absence. If the appropriate leave is not available, the employee's pay will be deducted for every day missed (i.e., leave without pay).