



Handbook of Operating Procedures

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Originally Approved: 02/21/2006
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ACCOUNTING FOR TIME DURING EMERGENCY SHUTDOWN OF THE UNIVERSITY

A. Purpose

The purpose of this policy is to establish an orderly plan for accounting for time during emergency shutdowns of The University of Texas-Pan American campus and University-owned properties.

B. Persons Affected

This policy applies only to benefits-eligible employees. This policy does not apply to non-benefits eligible employees including temporary, direct-wage and work study.

C. Policy

The policy of the University is to inform employees of an official shut down of University operations and to pay for leave time or give state compensatory time off where applicable.

The University shall:

1. Pay employees who are released from work due to official closure of the University for their regularly scheduled hours of work.
2. Give employees who are required to work in a department that has been officially declared closed compensatory time at a future time subject to the provisions of the Fair Labor Standards Act as applicable.
3. Entitle employees scheduled to be on accrued leave at the time the official shutdown is declared to claim leave paid for the listed dates and time.
4. Entitle employees on official University business offsite, in an area unaffected by the conditions causing the shutdown of activity to state compensatory time off.

D. Definitions

1. State Compensatory time – State compensatory time is earned when the total number of hours recorded on the weekly timecard as worked plus the total number of hours of paid leave exceeds 40 hours in one workweek for the entire workweek recorded. State compensatory time is earned on a straight time, hour for hour, basis. Under state law, an employee must use state compensatory time, including holiday compensatory time,



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within the 12 months following the end of the workweek in which it was earned, or it lapses.

2. Accrued leave – Accrued leave (vacation and sick) is earned by benefits-eligible employees for each month or fraction of a month of employment. Part-time employees will accrue leave on a percentage basis for the time appointed.

E. Responsibilities

1. The President or his or her delegate shall issue a formal statement announcing the official time the shutdown ends and normal operations resume.
2. Employees shall verify with their supervisors how the shutdown will affect their areas and whether it is necessary to work during the shutdown or not.

F. Procedures

Not applicable.

G. Review

This policy shall be reviewed by the Director of Human Resources every five years or as legislation requires.