

## MU Extension Human Resources

### Compensation

#### Emergency Closure Pay Procedure

##### Summary:

Under certain unusual and emergency circumstances, MU Extension operations may experience emergency closure. Unless otherwise communicated by MU Extension human resources, the following process applies for benefit-eligible non-exempt employees whom have been approved to receive administrative pay and/or situationally critical premium pay during emergency closures.

Exempt employees are not required to record administrative leave. In addition, non-benefit eligible employees only receive straight time pay (REG) for hours and are not entitled to ADH or BIH.

Benefit eligible employee who are not required to report to work will receive regular pay for up to five days with no reduction to the employee's paid time off balances. If the closure continues for more than five days, employee could choose to cover the time off with vacation, personal days, or sick leave, as appropriate, based on the situation causing the closure.

#### Administrative Leave Pay (Time and Labor reporting code: ADH)

- Any benefit eligible employee who left work at the time of the approved closure, as directed by the administrative director, is entitled to ADH for the remainder of that day according to their work schedule.
- These ADH hours do not count towards the total hours worked for overtime calculations.
- If an employee did not report to work due to the weather or left prior to the official closure, they must use available personal or vacation time to cover time not worked prior to the official closure and use ADH for the remainder of their work schedule.
- If a benefit eligible employee continued to work after the closure, but was not required or approved to work by a supervisor, they are entitled to straight-time pay (REG) for hours worked. If they left prior to the end of their scheduled work day, ADH will be applied to make up the difference to their scheduled hours.
- Employees previously scheduled to be out during the full closure must use appropriate accrued leave to cover the absence.
- To record hours in Time & Labor: The employee should only enter the time that they actually worked. ADH hours will be entered by the Extension HR payroll office.

#### Business Interruption Pay (BIH)

- Any benefit eligible employee deemed situationally critical and required to work by their administrative superior during the approved closure is entitled to premium pay on any hours worked.
- To record hours in Time & Labor:
  - The employee must enter actual hours worked, coded as REG (straight time).
  - The supervisor must inform MU Extension HR (Diane Dews) of the approved premium pay and reasons for deeming such hours as situationally critical.
  - MU Extension HR will enter BIH (for the .5 premium) for the quantity of those hours worked.
- Hours worked during the closure do count in the total hours worked for overtime calculations.
- If hours worked during the closure do not result in the employees full schedule for the day, the remaining hours would be coded as ADH, not to exceed their scheduled hours.

*See: MU Extension emergency closure policy for more information.*