

Pay Status for Nonexempt Clerical and Service Staff and Operations and Technical Assistants During Emergency Building Search

POLICY IV.5.9

Volume IV, Human Resource Services
Chapter 5, Compensation
Issuing Office: Human Resource Services
Responsible Officer: VP for Business
Services and Assistant Treasurer
Responsible Office: Human Resource Services
Originally Issued July 7, 1972
Most Recently Revised March 1, 2006

Table of Contents

Table of Contents.....	1
Statement of Policy.....	1
Reason for Policy.....	1
Who Should Know This Policy.....	1
Contacts.....	2
Procedures.....	2
History.....	3

Statement of Policy

Occasionally the University receives information that necessitates the emergency search of a University building. This policy outlines the proper payment of nonexempt clerical and service staff and operations and technical assistants during and after such emergency searches.

Reason for Policy

Standardized policies and procedures are needed to ensure the proper payment of nonexempt clerical and service staff and operations and technical assistants during emergency building searches, and are set forth in this policy.

Who Should Know This Policy

President
Executive VP and Treasurer
Provost
Associate and Vice Provosts
Chancellors
Deans

Vice Presidents
Directors/ Department Heads/
Chairs
Business Office Staff
Clerical and Service Staff
Operations and Technical Assistants

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Contacts

West Lafayette Campus

- Human Resource Services - Employment and Compensation (765) 494-0097
- Housing and Food Services Human Resources Team (765) 494-9418
- Physical Facilities Human Resources Team (765) 494-1421

Calumet Campus Human Resources Department (219) 989-2254

Fort Wayne Campus Human Resources Department (260) 481-6677

North Central Campus Human Resources Department (219) 785-5300

Procedures

When an emergency building search must be made, it is the responsibility of the campus Safety and Security Department to determine whether to vacate the building, or advise the occupants that an explosive device has been reported and let each staff member decide whether or not to leave the building during the search.

All staff members will be in regular pay status during the emergency building search; however, both staff members who are directed to leave and those who leave voluntarily will be expected to return to their workplace within 30 minutes after the search has been completed and the building declared safe.

So that staff members need not stand outside the building waiting for the search to be completed, it is the policy to grant a minimum of two hours in pay status for the building to be searched and to allow 30 minutes for staff members to return to their workplace after the search has been completed. In some instances the building search may require more than two hours, in which case staff members continue in pay status for the actual time of the building search plus the 30-minute check-in allowance.

It is the staff members' responsibility to determine whether or not the search has been completed by calling their employing department, the campus switchboard operator or the Safety and Security Department. The Safety and Security staff will advise those staff members at the building when the search has been completed.

Staff members who do not return to their workplace within 30 minutes after the search has been completed and the building declared safe will not be paid for the remainder of their normal workday unless their supervisor has approved the use of vacation time.

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It is recommended that department heads and supervisors discuss this policy with their nonexempt clerical and service staff and operations and technical assistants so that they will know their pay status if they are involved in an emergency building search.

History

Supercedes: Business Office Memorandum No. 152, dated July 7, 1972