

## Suspension of Operations FAQ

### PAY QUESTIONS

- 1. How should staff be paid during the recent suspension of operations?**
  - a. Please see the [memorandum](#) dated Jan. 8 for specific details
- 2. Do non-essential personnel who “elected on their own” to work receive time and a half for all hours worked during the suspension of operations?**
  - a. No. Non-exempt employees who reported to work during the suspension of operations, and are not essential personnel, should have been sent back home and not allowed to work. If the department allowed the employee to stay and perform non-essential duties, they will be paid at the regular rate of pay for normally scheduled hours.
- 3. If an employee was sick the day before or the day after the suspension of operations, do they get paid for the duration of the suspension of operations?**
  - a. Yes. As long as the employee worked or was in paid status either the day before or the day after the suspension of operations, they will be paid at the regular rate of pay for normally scheduled hours.
- 4. A department identified a non-exempt employee, who was able to work from home, as essential personnel. She would log into the computer several times throughout the day but did not work straight through. How is she paid?**
  - a. Not all essential duties need to be performed on campus. The employee will be paid at the regular rate of pay for normally scheduled hours during the suspension of operations. If an employee is able to perform essential functions off campus, the department needs to track actual hours worked and the employee would be paid one and one-half times the regular rate of pay for all hours they were physically working.
- 5. (New Employee Start Date)**

**We had a new employee, who was scheduled to start on Monday, Jan. 6. Do we still use Jan. 6 on the PA form?**

  - a. Yes. Weather conditions would not dictate the starting date of an employee. The starting date that is indicated in the signed offer letter would remain unchanged. This would apply to both exempt and non-exempt employees. For non-exempt employees, in addition to using Jan. 6 as their date of hire, time should be recorded under the appropriate other leave with pay code (based upon the time tracking method used in the department).
- 6. Do temporary and student employees receive pay for time not worked during the suspension of operations?**
  - a. No, they do not, unless deemed essential personnel prior to the suspension of operations and they reported to work. If a non-essential, temporary or student employee reported to work and was allowed to perform non-essential duties, then they would be paid at their regular rate for all time worked.
  - b. Temporary employees and student employees designated "essential personnel" will be paid at time-and-one-half of the regular hourly rate for hours worked up to 40 hours/week. For hours worked in excess of 40 hours/week, compensation will be at two-and-one-half times the regular hourly rate.

**LEAVE QUESTIONS**

- 1. If an employee is already on or requested vacation prior to the suspension of operations, how are they charged and are they allowed to change their time?**
  - a. No, employees are not allowed to change their leave request. If an employee has previously scheduled vacation, it will be recorded as such.
- 2. If an employee has a scheduled sick day or FMLA leave and then the suspension of operations is declared, would the employee be allowed to change the sick day or FMLA leave and be compensated because of the suspension of operations?**
  - a. No. If an employee has previously scheduled sick or FMLA leave, it will be recorded as such.
- 3. If an employee called in sick or requested vacation on the day of the suspension of operations, prior to the suspension of operations being declared, are they allowed to cancel the request?**
  - a. Yes. If the employee was planning to report to work, but due to the weather they called in and requested sick leave or vacation, the employee will not be charged with sick leave or vacation but will be afforded other leave with pay based on the suspension of operations. If an employee is on a previously scheduled leave, he or she will take that leave as though the suspension of operations had not occurred. The manager has discretion to determine whether the requested leave was sufficiently connected to the weather conditions to warrant a change.
- 4. If an employee had scheduled 3 hours off on Tuesday for a doctor appointment, would they be given 5 hours suspension of operations pay and 3 hours sick leave pay?**
  - a. Yes. If an employee has previously scheduled leave, it will be recorded as such. This employee would be charged with 3 hours sick leave and the remaining 5 hours would be paid at the regular rate of pay for normally scheduled hours.

Address any questions regarding suspension of operations pay practices to [hr@purdue.edu](mailto:hr@purdue.edu) (include Compensation in the subject line) or 40097.