

Reporting Time During Suspended Operations

Interim University Standard: STN-U5400.04A

Effective: March 4, 2020

Authority

[POL-U5400.04](#) Suspending University Operations Policy
[POL-U5410.05](#) Administering Work and Leave Time Reports Policy
[Collective Bargaining Agreements](#)

See Also

[PRO-U5400.04A](#) Reporting Make-Up Hours for Suspended Operations
[POL-U5400.03](#) Taking and Reporting Leave During Inclement Weather
[STN-U5400.03A](#) Reporting Time During Inclement Weather

Purpose

Overtime-eligible, permanent employees are required to comply with the following time reporting standards during suspended operations. The *Suspending University Operations* policy applies when the University is officially announced as **CLOSED**.

Definitions

Essential Personnel - positions that are responsible for carrying out and/or sustaining critical operations of the institution as determined by the President, VPs & Deans in consultation with Department Heads. Employees who have been deemed essential are notified of this responsibility upon hire. The majority of the University's essential personnel are in Facilities Management and University Police. Essential personnel are required to be present at the worksite in periods of suspended operations as directed by their supervisor. Employees working remotely during periods of suspended operations are not deemed essential.

Alternate Work Week Schedules – workweeks and/or work shifts of different lengths.

Standards

1. Employees Working Remotely Required to Report Hours Worked

Employees are expected to work remotely during suspended operation events that do not exceed 15 calendar days. All hours worked must be reported in accordance with the applicable collective bargaining agreement or the [Professional Staff Time and Leave Reporting Guidelines](#). Remote work may include professional development training. A list of suspended operations training options can be found below.

<https://wp.wvu.edu/hr/2020/03/06/suspended-operations-training-options/>

2. **Employees Required to Report Leave or Make Up Hours Not Worked During Suspended Operations**

Employees must report leave or make up hours not worked by using one of the three following options:

a) Use Available Accrued Leave

Accrued leave includes comp time, vacation leave, personal holiday, or personal leave day during suspended operations. For Classified employees whose accrued sick leave balance is 176 hours or more, they may use up to 3 days of sick leave per instance of suspended operations. If using accrued leave, the employee must report the leave on the day(s) the University was suspended.

b) Take Leave Without Pay

If this option is selected, employee must report “Leave Without Pay” on their time sheet for all hours not worked during suspended operations. Unpaid leave will result in an adjustment to a Classified employee’s seniority date for each full day the employee spends on unpaid leave.

c) Work Make-up Hours

If this option is selected, employee must report “Suspended Operations” leave on their time sheet for all hours not worked during suspended operations. This leave is unpaid and employees will be compensated when they make up their hours.

- Make-up time is to be completed within 90 calendar days of a suspended operations day.
- Employees who do not make up all their time within 90 calendar days may have their seniority date adjusted.
- The make-up schedule must be reviewed and approved by the employee’s supervisor.
- Break periods cannot be used to make up time.

Working make-up hours will result in the employee working beyond their regular schedule and likely cause them to enter overtime status. In these cases, in order for the employee to make up the full amount of hours, they only need to work the equivalent amount of overtime hours. See [Reporting Make-Up Hours for Suspended Operations \(PRO-U5400.04A\)](#) for detailed instructions on reporting make up hours.

3. **Employees on Leave During Suspended Operations will be Compensated as Scheduled**

An employee scheduled to take vacation or who is on leave at the time suspended operations is declared will be compensated as previously arranged.

Any employee on medical leave or other pre-approved leave will submit leave time in accordance with the appropriate policy or agreement.

See Section 5 below for cyclic leave situations.

4. Suspended Operation Hours Apply to Alternate Work Week Schedules

If the employee was scheduled to work on the day(s) operations were suspended, follow Section 1 or 2 above for time reporting.

If the employee was not scheduled to work on the day(s) operations were suspended, they would not report time any differently.

5. Suspended Operation Hours Apply to Employees with Cyclic Schedules

If the employee was not scheduled to take cyclic leave on the day(s) operations were suspended, they are to follow Sections 1-3 above.

If the employee was scheduled to take cyclic leave on the day(s) operations were suspended, they would report cyclic leave on their time sheet.

6. Essential Employees will be Compensated as Permitted During Suspended Operations

See definitions section on page 1 for “Essential Employee.”

a) If an Essential Employee reports to work before operations are suspended, the employee:

- i. Is required to remain at work after operations are suspended until the end of the scheduled shift or as directed by the supervisor,
- ii. Will receive regular pay for all hours worked before operations were suspended, and
- iii. Must report all hours worked.

b) If an Essential Employee continued work after operations were suspended, the employee will:

- i. Receive call back pay plus regular pay for actual hours worked after operations were suspended, and
- ii. Report all hours worked and report 3 hours of “Call Back Pay”.

c) If operations were suspended while an Essential Employee was commuting to work, the employee will:

- i. Receive call back pay plus regular pay for actual hours worked (but will not be paid for the time commuting to work), and
- ii. Report all hours worked and report 3 hours of Call Back Pay.

Contact Information

Contact Payroll at x2991 for time sheet reporting questions.

Contact your HR Consultant for collective bargaining agreement or policy questions:

- BFA & UR – Kelsie Cagampang at x4065
- ESS & UA – Megan Galley at x2615
- AA – Gretchen Lucas at x2513