



PRESIDENT'S DIRECTIVE TO UNIVERSITY ADMINISTRATORS

REGARDING UNIVERSITY CLOSURE DAYS

DECEMBER 19, 2008 – JANUARY 5, 2009

December 16, 2008

This directive deals with holiday work authorization requirements for regular full-time staff, regular part-time staff, and 12-month faculty.

The University will officially close at the end-of-business on Friday, December 19, 2008, and resume operations once again on Monday, January 5, 2009. This administrative closing will allow the University to accrue additional savings as a result of decreased energy consumption while also helping the morale of faculty and staff during these difficult economic times.

Earlier, the Vice Presidents were asked to provide an estimate of the costs to have certain employees work during the holiday period. Now, we need to prepare a final list of specific employees who will be required to work during this break period within your units.

By COB, Wednesday, December 17, please prepare a list of any employees in your area that you will require to work during the holiday break and by which list you are giving pre-approval for. This list should include the employee's name and the number of hours you expect each person to work by identified day between Friday, December 19 and Monday, January 5 exclusive. Please send this list up to your Vice President, who will review it and create a final approved list to send to the Director of Human Resources by COB, Thursday, December 18.

Persons on this list will be eligible to receive "Holiday Worked" pay or compensatory time off according to policy as stated below:

POLICY NUMBER: IV D

SUBJECT: HOLIDAYS

APPLIES TO: STAFF AND TWELVE-MONTH FACULTY

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2. Holiday Compensation for Regular Employees

b. Any hourly employee required to work on a holiday may choose one of the following methods of payment:

(1) Paid at the rate of 1 1/2 times the employee's regular rate of pay for hours worked during the holiday period in addition to regular holiday pay, or

(2) time and one-half off for each hour worked. The scheduled time off must be at a time approved by the supervisor.

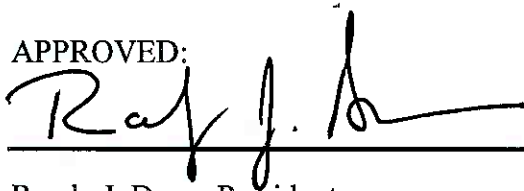
c. Any non-hourly employee required to work on a holiday may receive time and one-half off for each hour worked. The scheduled time off must be at a time approved by the supervisor.

Following the holiday period, "Holiday Worked" time submitted to payroll for payment will be restricted to employees on the approved list; correspondingly, any time off for hours worked during the holiday period by hourly or monthly employees must also be restricted to employees on the approved list. Persons who are not on the approved list will not receive "Holiday Worked" pay or time off. Exceptions can be made if emergencies occur and, in that situation, the appropriate VP and the Director of Human Resources should be notified as soon as practicable.

"Holiday Worked" payment or compensatory time will only be given for work performed at the employee's University work location (i.e., holiday pay cannot be earned for work done at home). Certainly, though, if an employee makes a request to take a work-related item or piece of equipment home to continue with a project or other work "off the clock," it is fine to accommodate such request as you deem reasonable and appropriate as the administrative supervisor.

Any questions regarding implementation of this directive should be directed to the Director of Human Resources.

APPROVED:

A handwritten signature in black ink, appearing to read "Randy J. Dunn", is written over a solid horizontal line.

Randy J. Dunn, President