

## HUMAN RESOURCES POLICY MANUAL



Topic: **Compensation for Non-Exempt Employees Who Work During University Closings**

Policy #: **601.00**

Version: **3.0**

Effective Date: **06/01/05**

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### **Purpose:**

The purpose of this policy is to define how regular, non-exempt (hourly paid) employees are to be compensated when they work during times The University of Alabama is officially closed.

### **Policy:**

The University President, or the President's designee, shall determine and designate the time periods when the University is officially closed. These periods include, but may not be limited to, the following:

- Recognized University of Alabama holidays and holiday periods
- Periods of inclement weather, natural disasters or power outages
- Other uncontrollable and unforeseen circumstances

Employees who work during times the campus is officially closed will be paid as follows:

- Straight time of either 7.75 or 8 hours (or a prorated number if the employee is regular part-time). For holidays worked, this is the employee's normal holiday pay. *plus*
- Extra straight time for all hours worked in excess of 7.75 or 8 hours (or a prorated number if the employee is regular part-time). *plus*
- Overtime at a rate of one and one half times the employee's regular rate for all hours worked on a day the University is officially closed OR compensatory time at a rate of one and one half times the number of hours worked on a day the University is officially closed.

Specific questions regarding completion of time records for non-exempt employees who work during periods when the University is officially closed should be directed to the Payroll Office. It is the responsibility of the Payroll Office to make the final determination on how to accurately record hours worked.

Note: This is a stand-alone policy that applies only to regular full-time and regular part-time non-exempt staff and should not be used in conjunction with Policy #602.00.