To: University Community

From: Anne Marie Coleman
   Assistant Vice President for Human Resources

Date: November 1, 2012

Subject: TIME REPORTING FOR HURRICANE SANDY

The following is a summary of time reporting requirements for state employees for the period Monday, October 29, 2012 at 7:00 a.m. through Tuesday, October 30, 2012 at 4:30 p.m.

NON CLASSIFIED EMPLOYEES

Monday, October 29, 2012

Administrative leave for all employees scheduled for the first, second, and third shifts.

Employees (PTAA and PSA only) that were deemed "essential" and were required to work shall earn compensatory time at the rate of one and one-half time for hours worked between 7:00 a.m. and midnight.

Tuesday, October 30, 2012

Administrative leave for all employees scheduled to work the first shift (through 4:30 p.m.) Any employees scheduled to work after 4:30 p.m. who did not report must discharge vacation or personal leave.

Employees (PTAA and PSA only) that were deemed "essential" and were required to work shall earn compensatory time at the rate of one and one-half time for hours worked until 4:30 p.m.
CLASSIFIED EMPLOYEES

DEFINITIONS:

For the purposes of this policy memo, the following definitions shall apply:

ESSENTIAL EMPLOYEES shall be those state employees who on Monday, October 29, 2012 between the hours of 7:00 AM through Tuesday, October 30, 2012 at 3:00 PM (or the end of the scheduled first shift) were determined by their respective department or agency head (or his/her designee) to be necessary and were required to work in order to carry out on that date during said hours the critical business of that department under the emergency condition that then existed.

NON-ESSENTIAL EMPLOYEES shall be those state employees normally considered necessary to the business of the State but whose department or agency head (or his/her designee) determined on Monday, October 29, 2012 between the hours of 7:00 AM through Tuesday, October 30, 2012 at 3:00 PM (or the end of the scheduled first shift) that such employees were not essential on that date during said hours to carry out the critical business of that department. Therefore, they were excused from duty.

COMPENSATION POLICY:

This compensation policy includes the total rate for the hours physically worked and is not a premium to be calculated on top of the regular wage. Further, Union business leave is not an acceptable leave discharge. Finally, this compensation policy is consistent with collective bargaining agreements with one exception/modification regarding credit for "administrative leave" for nonessential employees as discussed below. This policy is applicable to all employees as follows:

- All non-essential non-union employees and all non-essential bargaining unit employees excused from duty for their regular scheduled work shift (during the closure) shall be compensated at the straight time rate of compensation (administrative leave) for those hours regularly scheduled but not worked. This option shall not set a precedent of any kind and shall not be used or referred to for any purpose in any case for any future like incidents/closures.

- All essential non-union "standard work week" employees, all essential non-union, "nonstandard work week" employees, and all essential non-union, "nonstandard/nonexempt work week" employees directed/required to work (as defined by the applicable department or agency head) by their respective department or agency head (or his/her designee) shall be compensated for all hours worked at the rate of time and one half for each hour worked during the period ranging from 7:00 AM on Monday, October 29, 2012 through 3:00 PM on Tuesday, October 30, 2012.
• All essential bargaining unit "standard work week" employees, all essential bargaining unit "nonstandard work week" employees, and all essential bargaining unit "nonstandard/nonexempt work week" employees directed/required to work (as defined by the applicable department or agency head) by their respective department or agency head (or his/her designee) shall be compensated for all hours worked at the rate of time and one half for each hour worked during the period ranging from 7:00 AM on Monday, October 29, 2012 through 3:00 PM on Tuesday, October 30, 2012.

• All hours worked prior to 7:00 AM on Monday, October 29, 2012 and after 3:00 PM on Tuesday, October 30, 2012 shall be compensated at the normal standard straight time rate of compensation for those hours worked during the employee's regular scheduled work shift.

NOTE: All provisions of a collective bargaining agreement which modify or supplement this policy shall take precedent over any portion of this policy that may be in conflict with such agreement. In case of such modification or supplementation by a collective bargaining agreement, those portions of this policy not affected thereby remains in full force and effect.

If you have any questions concerning this policy, please contact me at 874-2414 or amc@uri.edu.