

Emergency Compensation Policy

Scope: All campuses served by Louisiana State University (LSU) Office of Accounting Services, herein referred to as “LSU” or “University”.

This policy is intended to cover all emergency incidents as declared by the LSU President and shall be effective as of the amended date. The provisions of this policy are applicable only upon declaration of an emergency incident that results in a partial (less than one day) or full closure of the University and shall remain applicable until normal operations are resumed. A delayed opening is not considered a partial closure.

Issuance Date: January 1, 2020

Amended: April 12, 2024. This FASOP supersedes and replaces all prior versions.

Purpose:

6. Exempt– Employee performing work exempt from the overtime provisions of the FLSA.
7. Non-exempt– Employee performing work subject to the overtime provisions of the FLSA.
8. Student Employee- Employee that is an undergraduate, graduate, or high school student enrolled in classes (except during summer periods), in good academic standing and appointed ~~time~~ part temporary work.
9. Graduate Assistant– Employee that is a graduate student enrolled full-time and holds an assistantship.
10. Professional Hourly– Unclassified employees that are paid on an hourly basis.

### C. Emergency Compensation Provisions

1. A full campus closure is defined as a suspension of operations that begins as 12:00 AM and continues through 11: 59 PM.
2. A partial campus closure (less than a full day) is defined as a suspension or delay of operations that is announced during the workday and results in a partial day closure. Employees are released from duty for the remainder of their shift or instructed not to report to work for shifts scheduled during suspended operations. Essential employees instructed to remain or report to work during suspended operations will be paid state overtime beginning with the time of suspended operations. Emergency Essential employees instructed to remain or report to work during a campus closure will be paid state overtime for all hours worked during the actual closure, from the start time of suspended operations until normal operations resume.
3. For an emergency incident that does not result in a full campus closure (less than a full day), the compensation guidelines provided in this policy will apply only to the employees whose ability to report or remain at work are affected by the incident.
4. This policy is intended for situations of short duration as LSU is not in a position to maintain employees on Special Leave indefinitely. Should an emergency incident extend past a reasonable period of time, as

required to use annual or compensatory leave or leave without pay for continued absence, and the employee may ultimately be subject to disciplinary action.

2. Employees who are on leave without pay are not eligible for compensation during an emergency incident. Official closings are not considered holidays; therefore, holiday pay is not applicable for an emergency incident unless employees are assigned to work an emergency incident on a declared University holiday as designated by the governor or LSU President.
3. Classified and Professional Hourly Emergency Essential Employees required to shelter in place shall be compensated according to FLSA guidelines. An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods. 587 Employee subgrat 14184 (Td) (d-11-0-6-6-Qt-c-ni-Tw-3-29xd2-(s)-111Tc-3d(h)-0-2(g)18-0 Td 24