

Louisiana State University Finance and Administrative Services Operating Procedure

FASOP: AS-23

## **Emergency Compensation Policy**

- Scope: This policy applies to all LSU and A&M employees during emergency incidents on or near the LSU Baton Rouge campus. This policy is intended to cover all emergency incidents as declared by the LSU President and Chancellor. The provisions of this policy shall become effective upon declaration of an emergency incident that results in a partial (less than one day) or full closure of the University and shall apply until normal operations are resumed. A delayed opening is not considered a partial closure.
- Effective: January 1, 2020
- Purpose: This policy establishes guidelines for the compensation of LSU and A&M employees during an emergency incident that results in a partial or full suspension of normal operations. The policy iai8 (om)2i-6.4 (ect)ef(ti)BtsThe compensatio04((e)c/6n7/4aa)-8 (aes)-8 (f)-13.2 (or)-63tTf 0 T5n1noo50.001 )4 (i)3.1 (s)-20.d8 (f)

## C. Emergency Compensation Provisions

- 1. 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.
- 2. 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 determined by the President and Chancellor in light of circumstances and available resources, Special Leave may no longer be a viable option and another course of action may be implemented.
- 3. Employees who are already on sick leave before operations are suspended are not affected by the emergency incident and may not adjust or extend their leave as a result. 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.
- 4. Classified 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 of not more than 8 hours, provided adequate sleeping facilities are

In the event of an emergency incident that results in a **full closure** of the University, the following employee compensation plan will be implemented:

Employee Classification	Compensation
Classified Emergency Non-essential	Placed on Special Leave; receives Regular Pay for scheduled
(Exempt or Non-exempt)	work hours
Classified Emergency Essential	1.5 times regular rate of pay for all hours worked during
(Exempt or Non-exempt)	suspended operations
Unclassified Emergency Non-essential	Placed on Special Leave; receives Regular Pay for scheduled
	work hours
Unclassified Emergency Essential	Receives Regular Pay
Student & Contingent Employees	Receives pay at regular rate for hours actually worked; overtime
	as applicable under FLSA
Graduate Assistants	Receives Regular Pay