



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: February 28, 2014

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 identifies the compensation level for each employee classification associated with the University.

Procedures:

A. Definition of Emergency Compensation: As the basis for this policy LSU applies Special Leave as defined in LSU Policy Statement (PS) -12 "Leave Guidelines for Academic, Professional and Classified Employees" for covered employees released from work; adopts the Civil Service definition of State overtime in Chapter 21 of the Civil Service Rules for classified employees; and adopts the FLSA (Fair Labor Standards Act) definition of overtime for student and contingent employees. Eligibility for overtime is defined in LSU PS-61 "Overtime Policy".

B. Classification of Employees

1. Emergency Essential Employee – Employee in a position that is designated as essential to emergency operations as defined in FASOP: HR-01 "Emergency Essential Personnel".
2. Emergency Non-essential Employee – Employee in a position that is not designated as essential to emergency operations.
3. Classified Employee – Employee in a position covered by the provisions of the Civil Service System of the State of Louisiana.
4. Unclassified Employee – Employee in a position specifically exempt from classified service such as professional and administrative staff and faculty.
5. Contingent Employee – Employee appointed for temporary, seasonal or intermittent service.
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 for part-time temporary work.
9. Graduate Assistant – Employee that is a graduate student enrolled full-time and holds an assistantship.

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 annual or 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 for all hours under that restriction except for sleep periods of at least five hours, and meal periods when relieved of duty.
5. An employee scheduled to begin employment on a day that becomes an official closure will be placed on Special Leave and the effective date of employment will be considered that day. An employee scheduled to resign on a day that becomes an official closure will be placed on Special Leave and the date of resignation will be considered that day.
6. Granting of Special Leave pursuant to this policy shall be solely at the discretion of the President and Chancellor.

D. Employee Classification and Compensation Level

In the event of an emergency incident that results in a **partial closure** (less than one day), the following employee compensation plan will be implemented:

Employee Classification	Compensation
Classified Emergency Non-essential (Exempt or Non-exempt)	Placed on Special Leave; receives Regular Pay for scheduled work hours
Classified Emergency Essential (Exempt or Non-exempt)	Receives Regular Pay for hours worked
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

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 (Exempt or Non-exempt)	Placed on Special Leave; receives Regular Pay for scheduled work hours
Classified Emergency Essential (Exempt or Non-exempt)	1.5 times regular rate of pay for all hours worked during 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