

Compensation During Suspension of Normal Operations Policy

Unit: [Human Resources](#)

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Purpose

Although The University of Alabama is open for business operations 365 days per year, there are periods during which the University President or the President's designee may suspend normal operations. The purpose of this policy is to define how regular, non-exempt (hourly paid) employees are to be compensated when they work during times normal operations are suspended.

Policy

The University President, or the President's designee, shall determine and designate the time periods when normal operations for the University are suspended. 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 unusual, uncontrollable and unforeseen circumstances

Employees who work during times that normal operations for the campus are suspended will be paid as follows:

- Straight time equivalent to the employee's regularly scheduled hours such as 7.75, 8, or 10 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 your regularly scheduled. *plus*
- Overtime at a rate of one and one half times the employee's regular rate for all hours worked on a day that normal operations are suspended OR compensatory time at a rate of one and one half times the number of hours worked on a day that normal operations are suspended.

Specific questions regarding completion of time records for non-exempt employees who work during periods when normal operations are suspended should be directed to the Payroll Office.

Call-Out Pay and Special Event Pay are not applicable during times when normal operations are suspended. Employees who are called out to work OR who work a special event during times when normal operations are suspended will be paid only under the guidelines of this policy.

Scope

This policy applies to all faculty and staff.

Office of the Vice President of Finance and Operations

Signed: DocuSigned by: Cheryl Mowdy 11/12/2018
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