



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

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## CAMPUS CLOSURE GUIDELINES

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### Campus Closure November 22, 2018

The campus will be closed on Thursday, November 22<sup>nd</sup> and Friday, November 23<sup>rd</sup> in observance of the Thanksgiving holiday. The day after Thanksgiving (November 23<sup>rd</sup>) will be an **unpaid** campus closure day. However, employees may exercise options that will allow them to be paid for this particular day.

**Exempt Employees (including Management Personnel Plan—MPP):** If an exempt employee has: (a) sufficient vacation/personal holiday time to cover the campus closure day, but does not want to use it, or (b) does not have sufficient vacation or personal holiday time (such as a new employee), then the employee will be required to perform up to 1 days' worth of work to cover the designated campus closure day of November 23<sup>rd</sup>. Arrangements will be made by the Division Vice President to allow their employees to work in a supervised work location on campus. An exempt employee who chooses to work on Friday, November 23<sup>rd</sup> must notify his/her Vice President to make the appropriate arrangements as soon as possible.

**Represented Employees:** Employees covered by a collective bargaining agreement are strongly encouraged to review the provision relating to holidays in their respective contracts. Below are relevant provisions from the CBAs:

- ❖ **[Unit 1 – Union of American Physicians and Dentists \(UAPD\): Article 21 - Holidays](#)**  
Employees affected by campus closure will need to use vacation or PH leave credits since they are not eligible to earn CTO. ([Provision 21.7](#))
  
- ❖ **[Units 2, 5, 7, & 9 – California State University Employees Union \(CSUEU\): Article 14 – Vacation and Holidays](#)** If an employee does not have sufficient leave credits (vacation, PH, or CTO), and will be on “dock” pay status for the campus closure on November 23, 2017, a manager may apply [Provision 14.22](#) of the contract. This section reads: “Should an employee not have vacation accrued, sufficient CTO balance or Personal Holiday to cover the scheduled days of closure, he/she shall be provided sufficient work prior to the scheduled closure to prevent any loss of pay or benefits. Such time worked shall be in accordance with [Article 19](#), Overtime.” For example, if a non-exempt employee needs 8 hours of pay to cover wages lost due to the closure on November 23<sup>rd</sup>, the employee should be allowed to work 5.33 overtime hours to make up the pay equivalent to 8 regular hours. To document CTO earned, the employee and the manager must complete the [Authorization for Extra Hours \(Overtime Request Form\)](#).

Exempt CSUEU employees cannot earn CTO. Therefore, if an exempt CSUEU employee does not have available leave credits, they should be provided sufficient work in advance to cover the closure and must work a full day to cover the day of closure.

Note: If an employee is on an alternate work schedule (such as 4/10 or 9/80) when a holiday is observed on a non-work day, the language of [Provision 14.16 \(b\)](#) will apply. The employee shall be entitled to a day equal to his/her normal workday. The rescheduled holiday must be used within one hundred and eighty (180) days after the holiday was observed.

- ❖ **[Unit 4 – Academic Professionals of California \(APC\): Article 25 – Holidays](#)** The APC contract allows in [Provision 25.7-8](#) employees to use accrued vacation or CTO hours to cover the campus closure. If an employee does not have sufficient leave credits or CTO, and will be on “dock” pay status for the campus closure on November 23<sup>rd</sup>, he/she shall be provided sufficient work to prevent any loss of pay or benefits. Such work shall be compensated at the appropriate rate and shall be performed prior to the scheduled day(s) of closure. For example, if a non-exempt employee needs 8 hours of pay to cover wages lost due to the closure on November 23<sup>rd</sup>, the employee should be allowed to work 5.33 overtime hours to make up the pay equivalent of 8 regular hours. To document CTO earned, the employee and the manager must complete the [Authorization for Extra Hours \(Overtime Request Form\)](#).

Note: If a holiday is observed on a Monday through Friday when an APC employee is not scheduled to work, they shall be entitled to observe the holiday on another scheduled workday. The rescheduled holiday must be used within ninety (90) days after the holiday was observed ([Provision 25.4](#)).

Exempt APC employees do not earn CTO. If an exempt employee is permitted to work additional time in advance to cover the closure, that employee must work a full day to cover each day of the closure.

- ❖ **[Unit 6 – State Employee Trades Union \(SETC\): Article 17 - Holidays](#)** The SETC contract allows in [Provision 17.7 – 17.8](#) for employees to use accrued vacation or CTO hours to cover the campus closure. If an employee does not have sufficient leave credits or CTO and will be on “dock” pay status for the campus closure on November 23<sup>rd</sup>, **he/she shall be provided sufficient work to prevent any loss of pay or benefits.** Such time shall be provided no later than sixty (60) days after such a scheduled day(s) of closure ([Provision 17.8](#)). “An employee shall be permitted to use accrued vacation or CTO if the President closes the campus and there is an insufficient number of holidays scheduled to be observed during the closure” ([Provision 17.7](#)). For example, if a non-exempt employee needs 8 hours of pay to cover wages lost due to the closure on November 23<sup>rd</sup>, the employee should be allowed to work 5.33 overtime hours to make up the pay equivalent of 8 regular hours. To document CTO earned, the employee and the manager must complete the [Authorization for Extra Hours \(Overtime Request Form\)](#).

Note: For SETC employees on an alternate work schedule, per [Provision 17.13](#): “If the holiday is officially observed on a day the employee is not scheduled to work, the employee is entitled to the number of holiday hours equal to their normal workday. This holiday shall be used within ninety (90) days after the holiday was officially observed on a day mutually agreed to by the employee and the appropriate administrator, so that the holiday shall not be lost.”

Also, “The campus may also notify the affected employee, at least 14 days in advance that during the week in which the holiday falls their alternate work schedule shall revert to an 8 hour per day, 5 day per week, schedule to accommodate the observation of the holiday.”

- ❖ [Unit 8 – Statewide University Police Association \(SUPA\): Article 19 - Holidays](#) Given the 24/7 campus obligations, staff are not affected by the campus closure.

**Hourly Employees:** Hourly employees can charge leave credits for November 23<sup>rd</sup>, campus closure date, only *if* this date falls on their normal work schedule.

**Confidential (C99)/Others (Non-Management) Employees Not Covered by a Collective Bargaining Unit:** Should the employee not have vacation accrued, sufficient CTO balance or PH to cover the closure, the manager will provide sufficient work prior to the scheduled closure to prevent any loss of pay or benefits.

**Employees on Jury Service:** If employees wish to receive their regular pay for jury service during the one non-holiday of the campus closure, November 23<sup>rd</sup>, they may use accrued vacation leave credits, PH, and any earned CTO. The paid holidays during the closure are: December 25, 26, 27, 28, 2018 and January 1, 2019. As a reminder, state employees no longer receive state jury fees.

If you have additional questions after reviewing of your applicable contract, please contact Human Resources at ext. 3771.

You may also contact Christina Muller at ext. 3005 should you have questions regarding your leave credits.

Have a safe and Happy Thanksgiving!