Wright State University officially closed several buildings on Monday, June 23, 2014 at 1:30 p.m. due to an acid spill on campus. This communication provides instruction as to how “University Closure Pay” applies to affected hourly-paid employees during the closure period and specifies which buildings were affected.

**Monthly-paid employees** should record previously scheduled leave time as usual, if applicable. Their Leave Reports will be unaffected by this closure (i.e. no ‘closure’ leave needs to be entered).

In this instance, “University Closure Pay” is compensation designed to:

- ensure that hourly-paid employees that were prevented from working when their work area was officially closed, and not provided an alternative work location, are compensated

All employees who were scheduled to work, but prevented from continuing to work due to the early closure of their building, will receive “University Closure Pay” at their normal hourly rate for their regularly scheduled work hours during this period. Employees who did not report for duty because of vacation, sick, parental leave, compensatory time or other time taken off during the closure period are not entitled to “University Closure Pay” for the period.

**The work locations/buildings affected are:** Medical Sciences, Biological Sciences I & II, Dunbar Library, Library Annex, Allyn Hall, Millet Hall, Oelman Hall, Fawcett Hall and Brehm Laboratory.

Employees who reported to an alternative work location for work during the closure period will be paid for hours worked and are not eligible to receive “University Closure Pay.”

Hourly-paid employees should complete their electronic timesheets as follows:

- All employees who did not report for duty during the period because of scheduled/previously requested time off should report the time off as was approved.
- All employees who were provided an alternative work location during the closure should record the actual time worked on the “Regular Earnings” line.
- All employees who left work, or who did not report to work during the period solely due to the closure of their building, and were not provided with an alternative work location, should report all hours they were previously scheduled to work during the closure period under “University Closure Pay.”
  - The hours of university closure pay are determined by the employee's regular shift (e.g. if the employee's regular shift ends at 4:30 p.m., the “University Closure Pay” would be from 1:30 p.m. to 4:30 p.m. for a total of 3 hours). The closure period that began at 1:30 p.m. Monday, June 23, 2014 ended at 6:59 a.m. Tuesday, June 24, 2014.

Questions regarding hourly-paid bargaining unit employees should be directed to emily.hamman@wright.edu.