

Staff Pay Between Academic Semesters

FAQs

October 2, 2020

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Pay Continuation by Employee Category

1) What are the periods for pay continuation?

- November 30 - December 20
- January 6 - January 26

Full-time regular employees

2) How will full-time employees be paid in December and January if there is no work available?

If there is no work available for full time, regular employees, during this time, they will receive pay continuation based on the regularly scheduled hours.

3) What rate of pay will they receive if there is no work available?

If there is no work available, a full-time employee will be paid based on their regular schedule at their regular rate of pay.

Part-time regular employees

4) How will a part-time regular employee be paid in December and January if there is no work available?

If there is no work available for part-time regular employees, during this time, they will receive pay continuation.

5) What rate of pay will they receive if there is no work available?

If there is no work available, part-time regular employees will be paid the same rate of pay they received when their average pay was determined for previous continuation of pay last Spring 2020.

Student Employees

6) How will student employees be paid in December and January if there is no work available?

Student employment ends at the conclusion of the semester. Therefore, student employees will not be paid in December and January.

Tipped Employees

7) How will tipped employees be paid in December and January if there is no work available?

If there is no work available for tipped employees, during this time, they will receive pay continuation.

8) What rate of pay will they receive if there is no work available?

If there is no work available, tipped employees will receive the same pay they received when their average pay was determined for previous continuation of pay last Spring 2020.

General Pay Questions

9) What are an employee's obligations to be eligible for pay continuation?

To be eligible for pay continuation, an employee must report to work when asked or scheduled. If an employee is asked or expected to report to work and fails to report, they will lose their eligibility for pay continuation and may be subject to disciplinary action.

10) When will employees receive their last paycheck of 2020?

December 23, 2020

11) Will employees receive hazard pay if they report to work in December and January?

No. The University doesn't have hazard pay.

12) Will non-exempt employees receive the annual \$50 Christmas Check?

Yes, non-exempt employees will continue to receive this Christmas check.

Holiday Pay

13) If an employee is asked to work on one of the holidays, how will they be paid?

The university will follow any normal practices currently in existence in departments when employees are required to work on a holiday.

14) If an employee works overtime on a holiday how will they be paid?

If an employee works overtime on a holiday, overtime will only be paid if the actual hours worked in the workweek exceeds 40 hours.

15) Who is eligible for Holiday Pay?

To be eligible for holiday pay, employees must be in a pre-approved paid status the day immediately preceding and following the holiday.

Determining department work schedules

16) When will employees learn their schedule for December and January?

Schedules will be determined based on operational needs. Employees should speak with their managers to receive their schedules.