Date: August 12, 2014

To: CSU Presidents

From: Jessica Darin
Acting Director, Human Resources Operations
Human Resources

Subject: Emergency Campus Closure Leave – 2014 Fire Season and Other Natural Disasters

Overview

Audience: Human Resources Officers, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs

Action Item: Information only for emergency campus closure situations

Affected Employee Group(s)/Units: Employees of a campus affected by an emergency campus closure

Summary

This Policy Letter addresses guidelines for treatment of faculty and staff in cases where campuses are affected by natural disasters that lead to an emergency campus closure. Campus Human Resources Officers, Benefits Officers, Payroll Managers, and/or designee(s) responsible for administering leave programs should review the remainder of this Policy Letter for further information.

Certain campuses may suffer varying degrees of disruption as a result of a fire or other natural disasters, and some employees may be displaced from their homes. To assure consistency in the treatment of faculty and staff during a period of disruption at an affected campus, the following guidelines are provided:

A. Campuses closed to all or selected faculty and staff:

1. Emergency campus closure leave shall be granted to all employees who are both scheduled to work and are denied access to the campus during the period(s) of closure.

2. During periods of full or partial campus closure, employees who have already scheduled sick leave, vacation, personal holiday or CTO will still be charged for that time, unless in conflict with a collective bargaining agreement. Please refer to the following sections of the identified labor contracts for further guidance on sick leave reporting during a campus closure: CFA – Article 24.8; APC – Article 19.8; CSUEU – Article 15.12; SETC – Article 24.42; UAPD – Article 14.11; and UAW – Article 20.9.

Distribution:

CSU Chancellor
Executive Vice Chancellors
Vice Chancellors
All Campus Vice Presidents
General Counsel

Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Officers
Business Managers
Payroll Officers
3. Employees who would have been absent on any day of closure because they were in non-pay status should not be granted emergency campus closure leave. Examples would be an employee under a disciplinary suspension or an employee in non-pay status because he/she has been Absence Without Leave (AWOL).

B. Campus open:

1. Employees who elect not to report to work during this fire period or any future campus closures as a result of a natural disaster must use accrued vacation, personal holiday, CTO, or be placed on a leave of absence without pay, as appropriate.

C. Campus partially open:

1. If the President deems it safe to partially open the campus, please be advised that emergency pay provisions of a collective bargaining agreement are only available to those employees working in a campus area subject to closure.

D. Employees whose homes are destroyed or severely damaged by fire or other natural disasters:

1. An employee who cannot report to work because his/her home was destroyed or severely damaged by the fire or other natural disasters shall be granted emergency campus closure leave as a result of a full or partial campus closure. If an impacted employee needs additional time, administrators are encouraged to work with the employee to schedule vacation, as needed.

E. Employees directed to leave their homes due to mandatory evacuations:

1. For employees who are directed to leave their homes due to a mandatory evacuation and cannot report to work due to issues related to that evacuation, administrators are encouraged to work with the employees to schedule time off utilizing eligible leave credits, as needed, once the campus reopens.

The campus President can designate when the campus is closed. This emergency campus closure leave is valid only for the days for which the President announces the campus closure and cannot be banked or saved to be used for a future date.

These actions are consistent with our existing collective bargaining agreements and university policy. To the extent possible, please endeavor to keep local officials of employee organizations informed of events and plans.

If you or your staffs have any questions, please call your Campus Relations / Dispute Resolutions representative at (562) 951-4400 or Human Resources Management at (562) 951-4411.

This document is available on the Human Resources Management’s Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

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