

Coronavirus Impact Task Force: Administrative Leave Policy

Recommended: Marshall Parks 03/18/20

Ext Cabinet Discussion: 3/18/20

Approval: President Feinstein/Cabinet

Description

Administrative leave (also referred to as “excused absence”) is an administratively authorized absence from duty without loss of pay or charge to leave. Administrative leave may be used to grant paid time when the appointing authority wishes to release employees from their official duties for the good of the state.

Administrative leave is not an entitlement. However, in special circumstances covered by Governmentwide directives or in reaction to emergencies, agencies may have policies and practices in place that provide for automatic application of administrative leave. Activities performed in an official employment capacity, including job-related training and meetings, voluntary training, and conferences are work time and not administrative leave.

While the university is closed due to COVID-19, any non-essential employees whose job duties cannot be completed from home will be placed on administrative leave.

Student Employees

Student Non-Work-Study & Salary

Any active student employee, who is unable to work remotely will be paid each semimonthly pay period an amount based on the average hours they have worked each pay period during the spring 2020 work term. Payroll will process payments for each student employee until normal work resumes or through the pay period ending 4/30/2020, whichever comes first.

Reasons that an individual may not be able to work remotely include, but are not limited to:

- Job duties not conducive for remote working
- No access to laptops, home internet, etc.

Work-Study Students

Any active Federal or State work-study employee, who is unable to work remotely or on site, will be paid each semimonthly pay period an amount based upon regularly scheduled hours they would have worked in each pay period during the Spring 2020 work term. **Federal regulations will not allow work study hours for pay to be calculated based on an estimated average.**

Students may be paid, if the University continues to pay all essential employees, for regularly scheduled hours through the end of April 2020. Students in continuing positions who are able to work can be scheduled to work. **Students who simply choose not to work are not eligible to be paid under federal or state work-study.** If determined to be appropriate, work-study student employees may be allowed to work remotely. Supervisors must carefully consider the logistics of remote work assignments, as work-study assignments must be documented and closely monitored. The Office of Financial Aid recommends discussing remote work assignment

with the Human Resource Department before entering into a remote work agreement with a work-study student employee.

The flexibility to pay wages under the Federal and State work-study program applies to students who started classes for the Spring 2020 term and earned work-study wages prior to the University closing all campuses. Earned wages cannot be paid in excess of individual award limits for federal or state work-study. The Office of Financial Aid will continue to monitor earned wages at the end of each payroll period. Both the students and supervisors will be notified when allocations have been exceeded and positions have been terminated.

Graduate and Teaching Assistants

Any active graduate student employee, who is unable to work remotely will be paid their monthly contracted pay. Payroll will process payments for each graduate student employee until normal work resumes or through the pay period ending 5/31/2020, whichever comes first.

Pay for employees on Administrative Leave

Salaried Employees

Employees will continue to receive their regular salary amount while on administrative leave. All standard deductions will be withheld per regular payroll procedures.

Hourly Employees (Classified and Professional Administrative)

If the employee has normally scheduled hours, they should be paid for the hours they were scheduled.

If the employee does not have regularly scheduled hours, their pay should be calculated based on the average number of hours worked per week from the beginning of the year through March 13, 2020. Some resources to help calculate average weekly hours are Employee Timesheets through Ursa, or the UNC Payroll office if you don't have access to time sheets for your employees.

All standard payroll deductions will be withheld per regular payroll procedures.

Student Employees - Non-Work-Study (hourly and salary)

If the student employee has normally scheduled hours, they should be paid for the hours they were scheduled through April 2020.

If the student employee does not have normally scheduled hours for the remainder of the semester, their pay should be calculated based on the average number of hours worked per week from SM 2 Payroll (January 16,2020) through SM 6 Payroll (March 15,2020). Some resources to help calculate average weekly hours are Student Timesheets through Ursa, or the UNC Payroll office if you don't have access to time sheets for your student employees. Students will be paid for hours through the end of April 2020.

Work Study Students

If the work-study employee has normally scheduled hours, they may be paid for those anticipated hours that they were expected to work. **Students who simply choose not to work are not eligible to be paid under federal or state work-study.**

Supervisors are responsible to determine and document the regularly scheduled hours each work-study employee would have worked through the pay period ending 4/30/2020. **Federal regulations will not allow hours for pay to be calculated based on an estimated average. Thus, it is important the determination of work schedules must be noted as to how it was determined.** *As these are federal funds, individuals must be aware that if purposely certify false or misleading information they may be fined up to \$20,000, sent to prison, or both.* Supervisors will need to determine the regularly scheduled hours each work-study employee would have reported and communicate that information to their work-study employees. Work-study employees will be required to report those hours on their on-line timesheet and submit for supervisor approval. **Federal regulations will not allow hours for pay to be calculated based on an estimated average.**

Temporary Employees

If the temporary employee has normally scheduled hours, they should be paid for the hours they were scheduled through the end of April 2020.

If the temporary employee does not have normally scheduled hours for the remainder of the semester, their pay should be calculated based on the average number of hours worked per week from the beginning of the academic year (August 1, 2019) through the last week before Spring Break (March 13, 2020).

Employee Responsibilities on Leave

While on administrative leave, employees are expected to maintain contact with their supervisors on a weekly basis. Employees should be available during their regular work hours to answer any questions their supervisors may have. Hourly employees will submit their time in Banner Self Serve for payroll processing. Employees should review their paychecks after payday to ensure that correct hours were submitted for payment.

Supervisor Responsibilities on Leave

When a supervisor has an employee on administrative leave, supervisors are expected to maintain contact with their employees on a weekly basis. Supervisors should be available during their regular work hours to answer any questions that employees may have. Supervisors will need to enter administrative leave time for all employees on leave by the payroll deadline to ensure employees are paid.

Procedures:

Students

- Students (work study or non-work-study) scheduled to work 03/16/2020 – 03/20/2020: if students were scheduled to work this week, enter their hours as scheduled.
 - Work-Study employees: If the student was not scheduled to work these dates, those hours would not be allowable.
- Students (work study or non-work-study) – until April 30, 2020
 - Students without scheduled hours
 - Non-work-study - Supervisors would figure out the student's weekly average over the Spring 2020 Semester
 - Work-Study employees – Supervisors will calculate the students regularly scheduled hours each payroll period. These hours will need to be communicated to each work-study employee. **Thus, it is important the determination of work schedules must be noted as to how it was documented.** As these are federal funds, individuals must be aware that if purposely certify false or misleading information they may be fined up to \$20,000, sent to prison, or both. Supervisors will need to determine the regularly scheduled hours each work-study employee would have reported and communicate that information to their work-study employees. Work-study employees will be required to report those hours on their on-line timesheet and submit for supervisor approval. **Federal regulations will not allow hours for pay to be calculated based on an estimated average for work-study employees.**
 - The students will submit their timesheets as scheduled with their average given to them by their supervisor by the calendar deadline noted on their online timesheet (in Banner Self Serve)
 - They would enter all of the unworked hours on the 2nd line called “Retro current year”. This will not allow for entry error for OT to be paid.
 - We can report easily on the Retro earnings code during this period as well

Payment Process for Student Employees

1. Supervisor calculates the student employee average weekly hours (Using SM3-SM6) for non-work-study employees or the regularly schedule hours for work-study student employees and sends this information to the employee. **Federal regulations will not allow hours for pay to be calculated based on an estimated averages for work-study employees.**
2. The hourly employee will enter their average hours by deadline noted on their hourly time in Banner Self Serve (where they currently enter time).
3. The hours would ALL be entered as Retro on the 2nd line of the timesheet called Retro Current Year.
4. Supervisors will review and approve the hours prior to the payroll deadline.

Classified and Temp Hourly

- There are not that many Classified hourly or Temp hourly employees. Payroll will reach out to their supervisors and have them average the employee's weekly hours from August 1, 2020 through February 29, 2020.

Payment Process for Classified and Temp Hourly

1. Supervisor calculates the employee average weekly hours for your employees or the regularly schedule hours for employees and sends this information to the employee. The hourly employee will enter their average hours by deadline noted on their hourly time in Banner Self Serve (where they currently enter time).
2. The hours would ALL be entered as Retro on the 2nd line of the timesheet called Retro Current Year.
3. Supervisors will review and approve the hours prior to the payroll deadline.