

—SPS ALERT—

SPS Alert 169: Instructions for Emergency Closure on Feb. 1, 2021

Release date: 2/2/2021

How to enter Emergency Release Time or Work Hours during Release Time

For the Monday, February 1, 2021 weather-related closure, please follow the instructions below. Note: Please refer to the Weather-Related Determination Memo dated February 2, 2021 from Cynthia A. Kollner, for a list of State Offices/Facilities impacted by this Emergency Release.

Employees that work from home (telework) are not impacted by this emergency closure. Employees who are authorized and assigned to telework from home should work at home as scheduled unless leave is granted. Home offices are open and not subject to the closure. Employees should work their regular scheduled hours unless they are on an approved leave.

Non-emergency essential employees, who are required to report to the office or a worksite to work, should remain home. This Emergency closure is from 12:01am to 6:00pm on Feb. 1, 2021.

The following instructions are for employees that are impacted by the Emergency Closure:

Employees who are on release time due to a State Closure must use the ***Time Entry*** code called “**State Emergency Release**”. Then, fill in the number of hours in your regular work day, or the number of work hours affected by the closure in the ***Quantity*** column.

Employees who have to **work** during a State Closure at a state office/facility must use the ***Time Entry*** code called “**State Emergency Release Worked**”

OR *If approved to receive COVID-19 Response Pay Level 2, the timesheet row should be entered as:*

one of the COVID Time Entry codes, **COVID-19 Exempt Regular** or **COVID-19 Non-Exempt Regular** for employees that are receiving Response Pay. Then, fill in the “in” and “out” times for the hours actually worked.

Note: employees that are receiving Response Pay, should use the COVID

time entry code for the number of hours worked and the worktag as usual **with** the State Emergency Release code.

Additional Information for Questions:

Employees who are on release time due to the closure of their office or facility must use the Time Entry code called “State Emergency Release”, and fill in the number of hours in the employee’s regular work day up to 8 hours (or the number of work hours affected by the closure in the Quantity column). Be reminded that emergency release determinations for this event only covered the day shift. Dayshift employees who work a compressed workweek and were scheduled to work more than 8 hours on Monday, **February 1, 2021** must use accrued leave to cover their absence for any time beyond eight hours. Employees who were scheduled to use leave on that day only need to enter the appropriate leave code. Employees who were not scheduled to work due to a regular day off should leave the day blank as usual.

Employees who were required to work even though their office was affected by the closure must use the Time Entry code called “State Emergency Release Worked”, and fill in the “in” and “out” times for the hours actually worked. **Employees who worked during the closure should also fill in a second row on the timesheet using the “State Emergency Release Worked” code OR one of the COVID Time Entry codes, COVID-19 Exempt Regular or COVID-19 Non-Exempt Regular, for employees that are receiving Response Pay with their in and out times.**

This additional row will give them comp time or overtime depending on the applicable overtime rules for each employee.

Employees with **only release time (no work time) on Monday, February 1, 2021** will get an alert to let them know that there are no “work hours” for that day. This is just a warning to make sure the employee meant to have no work hours in that row for that date. This will not affect the calculation of release time hours if the employee enters the “State Emergency Release” code for their regular workday hours.

Additionally, please take note of the following provisions, which may affect your employees:

- ***Non-temporary employees*** who were on leave at any time between 6:00 a.m. and the end of the day shift on February 1, 2021 and who are assigned to an office or facility that was closed are to be charged leave as scheduled for their absence during the emergency closing.
 - ***All emergency essential employees*** who were required to work in an office or facility that was affected by the closure at any time between 12:01 a.m. and the end of the day shift on February 1, 2021 should receive compensatory time or additional pay, as appropriate, under the personnel regulations and policies concerning work hours and overtime. These employees should be credited with one additional hour of work time for each hour
-

actually worked during the designated emergency closing. **Employees who are subject to the closure but also worked, enter both into the timesheet. Two rows, one for 8 hours State Emergency Release time entry and the number of hours worked for State Emergency Release Worked time OR one of the COVID Time Entry codes, COVID-19 Exempt Regular or COVID-19 Non-Exempt Regular, for employees that are receiving Response Pay time, this will give them the additional hours for the day, a total of 16, if the employee works an 8 hour day and worked the full 8 hours. If additional time was worked, non-exempt employees overtime will be calculated as usual, either hours after 40 in a week or by the 8/80 rule, whichever applies.**

- ***Non-emergency essential employees*** who were required to work at any time between 12:01 a.m. and the close of the day shift in an office or facility affected by the closure on February 1, 2021 should receive compensatory time or additional pay, as appropriate, under the personnel regulations and policies concerning work hours and overtime. These employees should be credited with one additional hour of work time for each hour actually worked during the designated emergency closing. **Employees who are subject to the closure but also worked, enter both into the timesheet. Two rows, one for 8 hours State Emergency Release time entry and the number of hours worked for State Emergency Release Worked time OR one of the COVID Time Entry codes, COVID-19 Exempt Regular or COVID-19 Non-Exempt Regular, for employees that are receiving Response Pay time, this will give them the additional hours for the day, a total of 16, if the employee works an 8 hour day and worked the full 8 hours. If additional time was worked, non-exempt employees overtime will be calculated as usual, either hours after 40 in a week or by the 8/80 rule, whichever applies.**
 - ***Part-time employees*** should receive release time for the period of time the employee was scheduled to work on a closure day up to 8 hours, but could not work due to the closure. Using the ***Time Entry*** code called “**State Emergency Release**”. Then, fill in the number of hours in their part-time regular work day in the ***Quantity*** column.
 - ***Temporary employees*** (i.e., contractual and emergency appointment employees) are **not** covered by the Procedure for Release of State Employees under Emergency Conditions; therefore, these employees are not paid for the closure period if they work in a location that was affected by the closure, unless they have paid leave available. We recommend that employing agencies give these employees an opportunity to make up lost hours within the pay week.
-
