

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 20

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: Emergency Situations Affecting Work Schedules

From time to time, events may occur that interrupt normal work schedules. Upon determination of the facts underlying the event, the President or her/his designee may declare an emergency that could alter or suspend normal work schedules. An emergency situation includes, but is not limited to, the following:

of Governors regulations or by the provisions of the applicable collective bargaining agreements.

- 3) Emergency-essential employees not excused from work and who fail to report for work as scheduled, will be denied compensation for such absence. Employees normally designated as emergency-essential are expected to call their department prior to the start of their shift.
- c. Although not normally an emergency situation, maintenance laborers called in early or required to work past the normal end of shift for snow removal duties shall receive double time rates for those time periods.

For the purpose of this policy, all employees in the departments of Public Safety and

15-225-F-33(i)(9)F(1)5-B(6)B(2)5(2)14(3)60(e)13(6)13(9)31(3)142(b)115,74(e)-5(e)