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## UTILITIES/BUILDING SHUTDOWN

UNCG HRS

*Effective:* February, 1997

*Reviewed:* June 20, 2007

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### Statement of Policy

Situations occasionally arise that require work space to be closed or building utilities to be temporarily shutdown during regular business hours. In the event of an emergency such as fire or water damage, or if planned renovations or repairs interrupt the availability of work space, or cause the cessation of public utilities such as water or electricity to one or more campus buildings, managers should use the following procedure.

### Procedure

Campus officials who are responsible for facilities and physical plant should give as much notice as possible regarding affected areas to campus administration. Administrators who have responsibility for affected buildings should attempt to accommodate employees in the affected buildings as follows:

- Make every reasonable effort to locate alternative work space for employees for the duration of the work space closure.
- If practicable and with the permission of the Vice Chancellor/Provost, allow employees to take work home. Managers should ensure that the amount and quality of work is appropriate, and that proper time keeping procedures are adhered to while the employee is engaged in University related work while at home.
- Allow the employees to take time off such as vacation leave and/or use accrued compensatory time during the time their work space is closed.
- Allow employees to make up the interrupted time during the succeeding twelve-month period. Managers must remember that non-exempt employees subject to the Fair Labor Standards Act (FLSA) will be compensated at time and one-half for actual hours worked in excess to 40 hours during a seven-day work cycle. If the actual hours worked in the seven-day cycle do not exceed 40, the employee will be compensated at straight time.

Employees may only be granted Administrative Leave with pay during the above mentioned work space closures with the approval of the Chancellor. Absent that approval, employees must be given alternate work locations, if possible or if necessary sent home and allowed to make up the time as stated in the above procedures. Any Administrative Leave with pay must be approved by the Chancellor and Vice Chancellor for Business Affairs before the Payroll department may allow pay for time not worked. Managers should consult with Human Resources regarding the status of individual employees concerning overtime pay and what constitutes time worked and time paid under the FLSA.

**\* Note:** This policy does not override or change any procedures in the [UNCG Adverse Weather Policy](#).