

COLLEGE PROVOSTS  
COLLEGE PROVOST ASSISTANTS  
DEPARTMENT AND PROGRAM CHAIRS  
DEPARTMENT AND PROGRAM MANAGERS  
DIVISIONAL ACADEMIC PERSONNEL COORDINATORS

*Please distribute to other managers and supervisors in your unit*

April 2, 2014

To: UCSC Managers and Supervisors

From: Lori Castro, Interim Assistant Vice Chancellor, Staff Human Resources and Pamela Peterson, Assistant Vice Chancellor, Academic Personnel

Re: Employee Time Reporting for April 2, 2014

Thank you for your efforts to ensure your employees' well-being and to provide services to the campus community during the April 2, 2014 strike activities. We write to provide information regarding pay status and time reporting for academic and staff employees during the strike today. This information will also apply to the planned April 3, 2014 strike activities, based upon accessibility to the campus.

As previously communicated, the University expects that all employees continue to meet their normal obligations during a strike. However, the campus became inaccessible to vehicular traffic by 5:30 a.m. and was not fully accessible until about 8:30 a.m. The campus will pay administrative leave, under certain conditions as stated in this message up to 10:00 a.m., to accommodate the various efforts made to arrive or return to the campus.

While the University stands behind the rights of employees to engage in activities protected by HEERA, employees who were absent from work during the strike will not be paid unless the absence was pre-approved by their manager or supervisor, they satisfied normal unit/division practices for taking sick leave in accordance with policy and labor agreements, or were unable to access their workplace due to strike activities during the period of temporary inaccessibility. For workplaces that were accessible (i.e., not on the main campus), if an employee was absent without advance approval to use vacation or compensatory time off and had not called in sick during the strike, the time should be recorded as an unapproved absence and the employee's pay will be adjusted in accordance with policy and labor agreements.

We acknowledge and appreciate that some employees were able to access their workplace, worked off-site, or elected to take leave. Other employees were impacted by the campus's temporary inaccessibility and were unable to reach their workplace when they arrived to work; for this group of employees, Campus Provost/Executive Vice Chancellor Galloway has approved administrative leave with pay for the period from 5:30 a.m. to 10:00 a.m. Based upon your employee's work schedule and whether they are an exempt or non-exempt employee, the following information will determine the appropriate pay status and time reporting for shifts beginning on April 2, 2014:

Non-exempt employees who were scheduled to report to work but did not do so because the campus was temporarily inaccessible will record administrative leave with pay on their time sheet for the hours from 5:30 a.m. to 10:00 a.m. and will record leave no pay or may use vacation or compensatory time off for the remaining hours. Those employees who came to work for part of the day will record a combination of regular time worked and administrative leave with pay. Employees who were absent without advance approval or had not called in sick during the time the campus was open should enter leave no pay on their time sheet for the hours not worked.

Exempt employees report leave taken in whole day increments; if they worked any portion of April 2, it is considered a normal work day for the purposes of their time sheet. Employees who were scheduled to report to work when the campus was temporarily inaccessible and did not return to work once the campus was accessible will record leave no pay or may use vacation or compensatory time off. Leave no pay should be recorded if the absence was unapproved and the campus was accessible during the normal work period.

Students and hourly academic employees who were scheduled to report to work while the campus was temporarily inaccessible will record the hours between 5:30 a.m. and 10:00 a.m. as administrative leave with pay on their time sheet. Those employees who came to work for part of their shift will record a combination of regular time worked and administrative leave with pay.

Employees who were on approved leave (e.g., vacation, sick, etc.) or who worked at alternative locations will record time in the usual manner.

For questions involving staff employees, please contact your [Employee and Labor Relations Analyst](#). For questions involving academic employees, please contact your [Divisional Academic Personnel Coordinator](#).

Your efforts to deliver services during the strike activities are appreciated.

cc:

Senior Manager Mayne  
Academic Personnel Office Staff