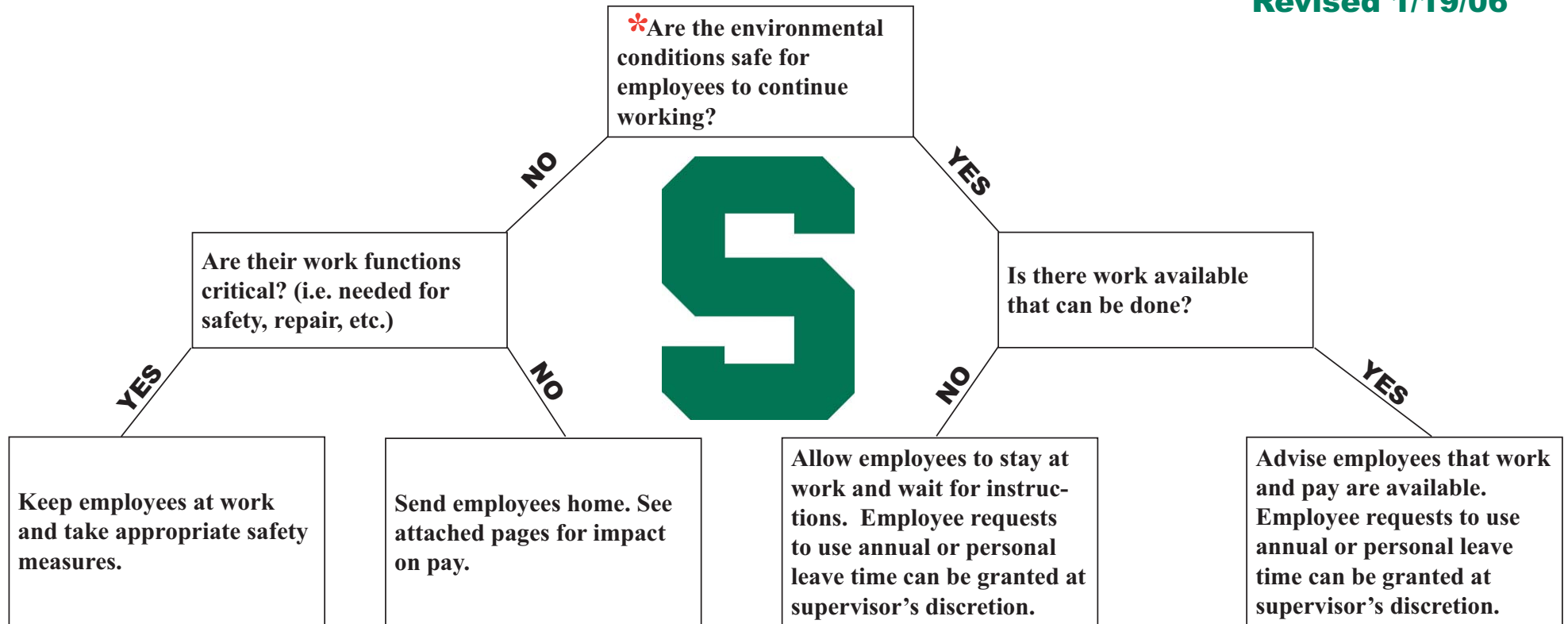


MSU Supervisor Guidelines for Emergencies

Revised 1/19/06



Note: in cases where the interruption of work is significant (more than one day), departments or supervisors may direct employees not to report to work or to report to work on a day-to-day basis for further instructions. Check the attached pages for union contract and pay ramifications of these decisions.

**If supervisors need assistance or guidance in determining if conditions are unsafe for employees to continue working, contact Employee Relations at 517-353-5510. Employee Relations will then coordinate with other safety and/or health-related MSU offices to assist in assessment of safety conditions.*

A note to supervisors:

This chart is intended to serve as a quick guideline to help supervisors deal with emergencies. It is not intended to be a binding policy or full description of options that may be available. Attached to this page is an additional two-page document designed to help you determine and explain to employees the pay ramifications of decisions made during emergencies. If you have questions or need assistance with staffing decisions during emergencies, call the MSU Human Resources Employee Relations Department at 517-353-5510.

QUICK GUIDANCE FOR HANDLING UNION EMPLOYEE WORK SCHEDULES & TIME-OFF DURING MSU CAMPUS EMERGENCIES

The following *Quick Guidance for Handling Union Employee Work Schedules and Time-Off During MSU Campus Utility Outages* is intended to provide a quick reference to Deans, Directors, Chairs and Departmental Administrators across the MSU campus to guide a unified response to employees in each Union or Association group.¹ This review is based on provisions in the nine collective bargaining agreements as well as key arbitration decisions that have modified the terms of the individual contracts. It is not meant to be a “one-size-fits-all” answer to every utility outage, emergency or problem that occurs. Utility outages, as referred to in this document, include interruptions of work due to sporadic power, sewer, water, or heat problems. Specific questions about this document should be directed to **Employee Relations at (517) 353-5510**.

A. LESS THAN FULL WORK-DAY INTERRUPTIONS

1. Keep employees on the job, doing alternate duties as appropriate.
2. If employees request/volunteer to leave work early and the request can be accommodated (**Column A**):
 - a. Clearly state that work and pay are available
 - b. Allow employee(s) to cover the absence by using 1) paid personal time or 2) paid vacation time
3. If it is the University or department’s decision to send employees home (**Column B**):
 - a. Consider requests to cover the remainder of the day with 1) paid personal time or 2) paid vacation time
 - b. Some collective bargaining agreements require a minimum of 3 hours of “call in pay” for employees who report to work (CTU, 1585, 999, and 547). If these employees work 3 or more hours, they may be released for the remainder of the day without pay, or they may request to use personal or vacation time.

LESS THAN FULL WORK-DAY INTERRUPTIONS - BY UNION

MSU Union/Association:	Column A <u>EMPLOYEE REQUESTS</u> TO LEAVE WORK*	Column B <u>SUPERVISOR DIRECTS</u> EMPLOYEE TO LEAVE WORK
AFSCME Local 999 (Skilled Trades)	Employee chooses:* 1) Vacation 2) Personal	Minimum 3 hours “call in pay” required when employees report to scheduled work that is cancelled
AFSCME Local 1585 (Service Workers)	Employee chooses:* 1) Vacation 2) Personal	Minimum 3 hours “call in pay” required when employees report to scheduled work that is cancelled
APA (Administrative/Professional)	Employee chooses:* 1) Vacation 2) Personal	Employees are paid per Fair Labor Standards Act Requirements
APSA – Supervisors (Administrative/Professional)	Employee chooses:* 1) Vacation 2) Personal	Employees are paid per Fair Labor Standards Act Requirements
CTU (Clerical/Technical)	Employee chooses:* 1) Vacation 2) Personal	Minimum 3 hours “call in pay” required when employees report to scheduled work that is cancelled
FOP Lodge 141 (Police/Fire)	Employee chooses:* 1) Vacation 2) Personal	Unlikely due to safety concerns. Employees may be sent home without pay
FOP Lodge 141 – Sergeants (Police/Fire)	Employee chooses:* 1) Vacation 2) Personal	Unlikely due to safety concerns. Employees may be sent home without pay
IATSE – Local 274 (Stage Hands)	Employee chooses:** 1) Vacation 2) Personal	Employees are paid per Fair Labor Standards Act Requirements. Contract mirrors APA provisions. **
IUOE – Local 547 (Operating Engineers)	Employee chooses:* 1) Vacation 2) Personal	Unlikely due to safety concerns. Minimum 3 hours “call in pay” required when employees report to scheduled work that is cancelled

* **Requires Supervisor approval prior to leaving work.**

** **Applies only to regular employees**

¹ Although the intent is to provide guidance on “union” employees, provision of the MSU Handbooks apply to many “non-union” employees as well. For specific provisions go to: <http://www.hr.msu.edu/hrsite/Documents>.

QUICK GUIDANCE FOR HANDLING UNION EMPLOYEE WORK SCHEDULES & TIME-OFF DURING MSU CAMPUS EMERGENCIES

B. MORE THAN FULL WORK-DAY (OR AFTER WORK) INTERRUPTIONS

1. Consider employee requests to use available paid leave time (Column A)
2. In cases where the interruption of work is significant, departments or supervisors may direct employees **NOT** to report to work in accordance with regulatory and collective bargaining provisions (Column B):
 - a. Fair Labor Standards Act rules apply for all affected employees
 - b. Contractual temporary lay off provisions may be implemented (see contract provisions below)
3. MSU and employing departments may decide to require employees to report to work on a day-to-day basis and decide later whether to (Column C):
 - a. continue to work throughout the entire work day, or
 - b. cancel work for the remainder (or a portion) of the day, in accordance with possible “call in pay” rights, and consider requests to use 1) paid Personal Time or 2) paid Vacation Time

MORE THAN FULL WORK-DAY (OR AFTER WORK) INTERRUPTIONS - BY UNION

	Column A	Column B	Column C
MSU Union/Association:	<u>EMPLOYEE REQUESTS</u> NOT TO REPORT*	<u>SUPERVISOR DIRECTS</u> EMPLOYEE NOT TO REPORT	<u>SUPERVISOR DIRECTS</u> EMPLOYEE TO REPORT FOR WORK
AFSCME Local 999 (Skilled Trades)	Employee chooses:* 1) Vacation 2) Personal	Temporary layoff without pay allowed for up to 15 working days	Employee works or is subject to minimum 3 hours “call in pay” for work that is cancelled
AFSCME Local 1585 (Service Workers)	Employee chooses:* 1) Vacation 2) Personal	Temporary layoff without pay allowed for up to 15 working days	Employee works or is subject to minimum 3 hours “call in pay” for work that is cancelled
APA (Administrative/Professional)	Employee chooses:* 1) Vacation 2) Personal	Fair Labor Standards Act rules apply. Temporary layoff permitted by contract (contract interpretation)	Salaried employees are paid per Fair Labor Standards Act requirements
APSA – Supervisors (Administrative/Professional)	Employee chooses:* 1) Vacation 2) Personal	Fair Labor Standards Act rules apply. Temporary layoff permitted by contract (contract interpretation)	Salaried employees are paid per Fair Labor Standards Act requirements
CTU (Clerical/Technical)	Employee chooses:* 1) Vacation 2) Personal	<u>Not Applicable***</u> CTU employees should report to work and are eligible for minimum of 3 hours “call in pay”. Temporary lay-off applies only when the entire bargaining unit is affected	Employee works or is subject to minimum 3 hours “call in pay” for work that is cancelled
FOP Lodge 141 (Police/Fire)	Employee chooses:* 1) Vacation 2) Personal	Unlikely due to safety concerns. Temporary layoff permitted by contract (contract interpretation)	Employee is paid for hours worked per the contract.
FOP Lodge 141 – Sergeants (Police/Fire)	Employee chooses:* 1) Vacation 2) Personal	Unlikely due to safety concerns. Temporary layoff permitted by contract (contract interpretation)	Employee is paid for hours worked per the contract.
IATSE – Local 274 (Stage Hands)	Employee chooses:** 1) Vacation 2) Personal	Temporary layoff permitted by contract (contract interpretation). Contract mirrors APA provisions. **	Employee is paid for hours worked per the contract
IUOE – Local 547 (Operating Engineers)	Employee chooses:* 1) Vacation 2) Personal	Unlikely due to safety concerns. Temporary layoffs permitted by contract (contract interpretation).	Employee works or is subject to minimum 3 hours “call in pay” for work that is cancelled

* Requires Supervisor approval prior to leaving work.

** Applies only to regular employees

*** Temporary lay-off provisions in the CTU contract are limited by an arbitration decision to times when the complete bargaining unit is affected.

Specific questions about this document should be directed to **Employee Relations at (517) 353-5510.**