

Frequently Asked Questions

Regarding August 21, 2017 OSU Eclipse Day Closures

Q: I am a classified employee working in a department that will remain open on August 21. Can I go outside for a short while and observe the eclipse?

A: Yes, if the time of the observation is during the time of your regularly scheduled break period. If you need to make other scheduling arrangements (including scheduling break periods for a different time, flexing your schedule for the day, and/or using leave time to cover longer absences), you should make your request to your supervisor in order to be approved for the schedule change. For additional information and clarifications, please contact employee.relations@oregonstate.edu

For those employees viewing the eclipse, please read the additional information about [eclipse eye safety](#).

Q. I have a master key or a building/room key that allows access to some buildings and offices. Can I enter a closed building to view the eclipse or use my key to gain access to a rooftop for viewing the eclipse?

A. No. Keys are issued for business need and access to buildings is restricted for business purposes only. **Rooftops and buildings are not to be accessed for viewing the eclipse and is prohibited for safety and security reasons. If you are required to report to work on August 21 and have key access to rooftops and other viewing areas, but you are not assigned eclipse viewing-related responsibilities, you may not use your keys for yourself or others.**

Q: If I am required to work on August 21, will I be compensated at my normal rate of pay?

A: Classified employees who are required to work during the closure will receive time-and-one half for all hours worked during the closure. Classified employees should consult with their supervisor and/or timekeeper as to how to report hours on the EmpCenter timesheet. In some cases, penalty pay may apply if schedule changes were made without appropriate notification.

Unclassified employees who are required to work during the closure will be compensated at the normal rate of pay.

Please review the *Interruptions of University Operations* matrix by visiting http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/incl_weather_matrix.pdf

For additional information and clarifications, please contact employee.relations@oregonstate.edu

Q: I see that unclassified employees may work from home on August 21 if approved by a supervisor. May unclassified employees choose to work on campus that day?

A: For safety and security reasons, unclassified employees who regularly work in buildings that will be closed on August 21, are encouraged to use leave or work from home as appropriate.

Refer to the *Eclipse Day Closure* email and the *Interruptions of University Operations* matrix. Exempt Academic and Professional Faculty are subject to a professional workweek and can arrange to work from home or flex their schedules. Those subject to overtime may request permission from their supervisor in advance to work from home, if there is a business need to do so.

Please note that faculty members who supervise employees required to work on August 21 may also be required to work or have planned the needs of the business with the unit leadership for the supervision of employees.

Q: If I have prescheduled vacation on August 21, do I still need to report vacation on my timesheet?

A: Yes. Classified employees and unclassified non-exempt employees who have prescheduled vacation on August 21 will continue to report vacation. Unclassified exempt employees who work any time during the week of August 20 do not need to report vacation on August 21.

Q: My department was not listed as being open in the *Eclipse Day Closure* email; however, we are putting on Eclipse-related events that require employees to report to work on this day. How do I proceed?

A: Please contact employee.relations@oregonstate.edu to discuss the nature of your event, and the staffing levels required to meet the needs of the event.

Q: Do employees have to use accrued leave during the closure?

A: Classified employees can choose to use leave without pay (LWOP) rather than accrued leave time.

Unclassified non-exempt employees are required to use accrued vacation or compensatory time. Leave without pay may only be used if vacation and comp balances are insufficient to cover the absence.

Unclassified exempt employees are not required to use accrued vacation leave if they work at any time during the week unless the employee is scheduled to be off for the entire week.

Q: I am an unclassified exempt employee and am using accrued leave on August 22. Do I need to record accrued leave on August 21?

A: You are not required to use accrued vacation leave to cover the absence on August 21. Only absences of a full workweek or more require accrued leave to be recorded.

Q. How do I know if I am an exempt or non-exempt employee?

A. If you open your timesheet in Empcenter, you will see a bar across the top that includes your ID number, name, job title, timesheet org, and employee type. For example, if you are a classified nonexempt employee who is paid a monthly salary, your timesheet will say (Classified Salary Nonexempt). If you are an unclassified exempt employee who is paid a monthly salary, your timesheet will say (Unclassified Exempt).

Updated 08/11/17