TIMEKEEPING PROCEDURES
UC EMERGENCY CLOSURE

Please review the information below in reference to what timekeepers will need to do for UC Emergency Closings/Delays.

ALL UC EMPLOYEES
All employees prescheduled for vacation, sick or compensatory time off prior to the emergency-closing announcement may not rescind their time off request after the announcement.

HOURLY EMPLOYEES
Essential hourly employees who do not report to work must use vacation, compensatory time or time off without pay. They are not eligible for CLON pay.

CLOE - Used to report time worked by hourly ESSENTIAL employees during closure. Timekeepers are responsible for pointing hours clocked to CLOE for ESSENTIAL employees. The system will pay DBL (double pay) for all hours pointed to CLOE. The department head must determine whether an employee is considered ESSENTIAL. See contract language and policy for ESSENTIAL employees that were scheduled to work and did not come to work (see links below.)

CLON - Used to report time that hourly NON-ESSENTIAL employees were scheduled to work and did not work during the UC closure/delay. Hours clocked in/out by Non-essential employees during a closure should not be pointed to CLON (those hours should remain as REG). CLON should be used for all hours not worked during the UC closure/delay. If ABS is used as an alternative to CLON, the Timekeeper must add a comment in the cell using the long text option (_generate_image) denoting why ABS is being reported.

“DO NOT” use CLOE or CLON for students.

Review the union contracts on the Labor Relations website if you have further questions https://www.uc.edu/hr/labor-relations-policy-development/collective-bargaining-agreements.html

Review Closure Policy http://www.uc.edu/content/dam/uc/trustees/docs/rules_30/30-16-01.pdf