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Management Update - Special Edition - Dec. 12, 2008

On Dec. 9, President **Lester A. Lefton** announced that the university will close all nonessential operations and give staff paid leave time for **Dec. 26, 29, 30 and 31**. This is an amendment to the holiday schedule announced earlier, and it means that eligible classified and unclassified employees will not be required to use leave or comp. time for these days. The paid leave is in addition to the paid holidays of **Dec. 24, 25 and Jan. 1**.

Please note the following as it applies to this period of time and share this information with your staff:

Employee Eligibility

- Full- and part-time employees who normally accrue vacation throughout the year are eligible to receive paid leave time for the four additional days (**Dec. 26, 29, 30 and 31**).
- Employees **not eligible** for the paid leave include student employees, temporary staff, temporary agency staff, unclassified nine and 10-month term appointments, short-term unclassified assignments, unclassified non-exempt hourly employees and employees in a lay-off status.

Recording Time and Pay Guidelines

The following information details how eligible employees will be paid, and how to record time, for the four additional days.

- **Classified and unclassified employees not scheduled to work**
Employees who will not be working will be paid for the four additional days. These employees do not need to take vacation or comp. time. However, supervisors of classified employees in this group must enter hours as "University Business" in the Kronos or TMX timekeeping system for the additional four days. The number of hours entered should correspond to the number of hours the employee is regularly scheduled to work.
- **Unrepresented and represented classified employees required to work**
Classified employees required to work any of the additional four days can receive payment or opt to take days off in the future under the following guidelines:
 - **Payment for actual time worked, at a rate of 1.5 times the normal hourly rate.**
Employees should clock in and out as normal. Supervisors must send a list of all employees choosing this option to Payroll@kent.edu no later than 4 p.m. on **Jan. 5, 2009**, and Payroll will make any necessary adjustments. If the list is not received by the **Jan. 5** deadline, no adjustment will be made and the employee will be required to take time off at a later date.
 - **Paid straight time for actual hours worked and taking time off in the future.** Employees should clock in and out as normal. Supervisors must keep track of the 32 hours of paid time and allow employees to use this time at a later date. When the additional 32 hours are taken they should be entered in Kronos or TMX as the pay code "University Business." All hours worked will be paid as straight time unless the total hours actually worked are over 40 or the actual holiday is worked (normal overtime rules apply if the holiday is worked).
- **Unrepresented and represented classified employees working partial days**
Employees should clock in and out for actual hours worked, and the supervisor must enter the remaining hours as "University Business." For example, the normal shift is eight hours, but the

employee only works three hours on **Dec. 26**. The supervisor must enter five hours as "University Business" in Kronos or TMX. The options listed above for employees required to work will also apply for employees working partial days.

- **Unclassified employees required to work**

Employees in this group will be given the opportunity to take comparable time off at a later time, as approved by their supervisor.

Supervisors of classified employees (represented and unrepresented) must make the required Kronos or TMX entries by the regularly scheduled payroll deadline in order to ensure that their employees are paid in a timely manner. If the supervisor misses the payroll deadline, no adjustment will be made and the employee will be required to take time off at a later date. Requests for manual checks will not be processed.

For more information, please contact: **Tiffany Murray**, director, Records, Compliance and Employee Relations, at 330-672-8076; **Jerusha Kelson**, labor relations manager, at 330-672-8319; or **Barb Casher**, records manager, at 330-672-8316. For Payroll questions contact **Lisa Heilman**, payroll manager, at 330-672-0987.

Holiday Schedule Coverage

Managers and supervisors should confirm with employees the status of their unit's plans to suspend operations or to remain open with partial or regular coverage during the holiday schedule. The list of departments and their status is available [online](#). Please check the list because it has been updated this week; updates will continue to be made as needed. If the status of your department has changed, please notify **Carla Wyckoff** at cwyckof1@kent.edu no later than **Dec. 16**.