CSU, Chico Research Foundation Closure Update – Tuesday, November 13, 2018

Please see the highlighted area for an update on hourly essential personnel pay. All Research Foundation payroll questions and timesheets can be sent to rfpayroll@csuchico.edu.

As previously announced, the CSU, Chico Research Foundation will be following campus direction to be closed and cease all nonessential functions until Monday, November 19th. Department, Center and Grant Management are responsible for identifying the essential employees for their respective units who will need to report to work during the suspension of operations. Essential personnel is defined as professional staff members designated by Department, Center or Grant Management to be critical to the continuation of key operations and services in the event of a suspension of operations.

For Employees Called to Work During the Closure:

- All non-exempt employees (including students) called to work UNDER EMERGENCY CIRCUMSTANCES will be paid emergency pay (time and one-half) for all hours worked during the closure. These hours will be paid at an employee’s regular rate of pay on the Wednesday, November 21st, 2018 paycheck; the additional compensation for hours worked during the closure will be processed and paid on the Friday, December 21st, 2018 paycheck.
- All exempt employees called to work UNDER EMERGENCY CIRCUMSTANCES will be paid their normal monthly salary and are ineligible for overtime and/or emergency pay. However, exempt employees called to work will be allowed to take informal time off in an amount approximate to the time worked on a date mutually determined by the employee and their supervisor.
- These restrictions apply equally to all work done within GRANTS AND CONTRACTS managed by the Office of Research and Sponsored Programs and are subject to allow ability and allocability for the specific funder.

We will continue to address questions concerning pay in the Frequently Asked Questions, so please check back regularly.