

sSan Francisco State University Office of the President

Date: October 23, 1989

TO: School Deans, Directors, and Administrative officers

FROM: Robert A. Corrigan President

SUBJECT: UNIVERSITY EXECUTIVE DIRECTIVE #89-11 Emergency Administrative Leave; Flex-Time

Classes were canceled Wednesday, Thursday, and Friday, October 18, 19, and 20, 1989 because of the earthquake on Tuesday, October 17. The purpose of this directive is to implement the Chancellor's Office directive FSR 89-82 regarding administrative leave and to provide for adjustments in work schedules.

## I. Emergency Administrative Leave

To assure consistency in the treatment of faculty and staff during this period of disruption, the following guidelines should be used in accounting for their time:

A. Campus closed to all personnel (Wednesday, October 18); or subsequently to selected faculty and staff:

1. Administrative leave with pay should be granted to all employees who were both scheduled to work and were denied access to the campus or their work areas during the period(s) of closure.
2. Employees who would have been absent on any day of closure because they were in non-pay status should not be granted administrative leave. Examples would be an employee under a disciplinary suspension or an employee non-pay status because he/she had been on a leave of absence without pay.

B. Campus Open:

1. An employee scheduled to work but who could not report to work in the period(s) following the earthquake because of any peril to human life and/or property should be granted administrative leave for the time required to abate the peril. Examples would be dealing with a broken water main or a ruptured gas line; picking up a minor child following a school closure ; assisting public disaster workers in rescuing persons and/or preserving property and the like.

To be eligible for administrative leave, an employee must submit a brief written statement citing the

reason for his/her absence.

2. Employees who elected not to report to work in the period following the earthquake for reasons that did not involve a peril to human life and/or property must use accrued vacation or CTO as appropriate.

C. During periods of full or partial campus closure, employees who have been granted administrative leave had they not been on sick leave, vacation, or CTO shall not be charged sick leave, vacation, or CTO for that period of time. Instead they shall be granted administrative leave with pay.

D. In those situations that do not clearly fall within paragraphs A(2) and B(2), it is recommended administrative leave be granted.

## II. Adjusted Work Hours; Flex Time

Disruption to Bay Area public services including transportation, schools, and child care, may necessitate adjustments to work schedules.

A. Where possible, considering the operational needs of the department, administrators are asked to approve adjusted work schedules and/or provide for flex time between the hours of 6 a.m. and 7 p. m.

B. The advance notice of schedule changes required by several of the collective bargaining agreements may be waived upon mutual agreement of both the employee and the supervisor.

C. Employee safety is a consideration in scheduling. For example, employees should not work alone in isolated work areas. Where possible, at least two employees should be on duty.

D. Generally, all University offices must be open and staffed between the core hours of 9:00 a.m. and 4:00 p.m.

Questions regarding this directive should be directed to Denise Fox or Edwin Waite of the Personnel Department at x2043.

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