

A message from Human Resources—

On Thursday, December 17, 2020, the State’s Department of Human Resources announced a weather-related closing affecting non-essential employees who live or work in New Castle County.

Captured below is the starting and ending time of the December 17th SWCE announcement to be used for pay administration purposes.

|                   |                 |                      |                                                                    |                                                                   |
|-------------------|-----------------|----------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>NEW CASTLE</b> | <b>Thursday</b> | <b>December 17th</b> | <b><u>Starting at 8:00 A.M.</u></b> on Thursday, December 17, 2020 | <b><u>Ending at 10:00 A.M.</u></b> on Thursday, December 17, 2020 |
|-------------------|-----------------|----------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|

**ESSENTIAL EMPLOYEES**

Essential employees that live or work in New Castle County during the hours stated above for December 17, 2020, SWCE declared by the State will get additional compensation of either paid time or compensatory time for their regularly scheduled shift. The maximum additional compensation for one shift for an essential employee on compressed or alternate work schedules is 2 hours. It is **not paid** as overtime--it is additional paid time, hour-for-hour, at the base salary rate.

Essential employees, including those who report as directed, are compensated for hours worked during their regular work schedule while a SWCE has been declared by the State. The term “regular work schedule” means the employee’s normally scheduled hours of work during non-emergency times. Compensation will be at their regular hourly rate of pay, plus equal time off for hours worked during their regular schedule up to a maximum of 2 hours per shift.

Division leadership have the authority to determine whether the additional compensation for Essential Personnel will be paid time or compensatory time. Equal time off for employees in FLSA-covered positions may be paid in cash or compensatory time at the division's discretion, subject to availability of funds. Equal time off for employees in FLSA-exempt positions (not overtime eligible) will normally be paid as Compensatory Time, unless special approval is authorized as provided in the Merit Rules or Budget Act.

**NON-ESSENTIAL EMPLOYEES**

Non-essential employees who live or work in New Castle County will receive the equivalent time off of their regular scheduled shift during the SWCE event. Non-essential employees who work compressed or flexible schedules that fall outside regular business hours do not need to adjust their schedules for December 17, 2020. If

they were scheduled to work during the SWCE, they receive credit as if they worked their normally scheduled compressed or alternate work schedule. Those employees who were not scheduled to work during the SWCE will receive no compensation for a SWCE day.

**EXAMPLE:**

Ø Non-essential employee's flexible work schedule is:

Monday 7.50 hours

Tuesday 10 hours

Wednesday 10 hours

Thursday OFF

Friday 10 hours

Ø Non-essential employee will not receive additional compensation or time off for Thursday due to the SWCE event.

**CASUAL/SEASONAL EMPLOYEES**

Casual/Seasonal employees are paid only for hours worked--they will not receive equal time off as cash or Compensatory Time.

Casual/Seasonal employees that did not work during the SWCE event will not be paid. Supervisors are encouraged to have casual/seasonal employees, adversely affected by the early departure, make up the hours missed during the same pay period if operationally possible.

**OTHER INFORMATION**

• **Employees on approved leave**

Employees who were on approved leave during the times as indicated above will have their leave records adjusted based on their regular scheduled shift. Approved leave includes annual leave and sick leave. Please contact HR if confirmation is needed on any other type of leave not specifically listed.

From Severe Weather Conditions and Emergencies FAQ: *An example would be an employee on an alternate work schedule reports at 7 a.m. to 3:30 p.m. rather than 8 a.m. to 4:30 p.m. daily, but the Governor issues an announcement for the State to be closed that day during normal working hours. The employee who reports at 7 a.m. is not expected to come to work at 7 a.m. and leave at 8 a.m. On that day, the employee gets the benefit of the entire day off without being charged leave. However, if the employee is already out on approved leave, they are charged leave for the first hour, but not for the rest of the day.*

• **Non-Essential employees unable to report to work at times outside of the declared SWCE event**

For non-essential employees who were unable to report to work at times outside the specified SWCE period due to the weather and road conditions, the Governor requests you allow the employee to use any available leave and/or compensatory time with the exception of sick leave. Leaves that may be requested are annual leave or a floating holiday.

• **Employees in Leave Without Pay**

Employees in a leave without pay status do not receive any additional compensation or time off during the SWCE event.

- **Below is a link to the OMB Frequently Asked Questions related to the SWCE. These provide further detail.**

<https://dhr.delaware.gov/closings/faq.shtml>



Below are instructions for entering SWCE time. **NOTE: ONLY AUDITORS CAN INSERT THE PAY CODE FOR SWCE ON THE EMPLOYEE'S TIMESHEET.** Once entered, managers may approve the time sheet. Remember that timesheets must be approved by our required deadline. Refer to the DHSS Job Aids on the eSTAR website. If you have additional questions, contact your local HR group.

**Auditors - please email [DHSS\\_eStar@delaware.gov](mailto:DHSS_eStar@delaware.gov) with questions.**

SWCE pay codes to use are listed below:

- **For non-essential employee** enter pay code SWE\_CLOSINGS Severe Weather/Emerg Closing.

Enter hours that include the December 17, 2020, announced SWCE that began at 8:00 a.m. and ended at 10:00 a.m.

All compensatory time [earned and used] including time earned for this SWCE event, must be recorded on the employee's timesheet or it may be forfeited.

- **For essential employee** enter pay code SWE\_WORKED Severe Weather/Emergency worked.

Enter hours the essential employee worked during the SWCE **not to exceed 2 hours.**

- **For essential employee electing compensatory time in lieu of pay** enter pay code CSWE Comp Severe Weather Earned

Enter hours the essential employee worked during the SWCE **not to exceed 2 hours.**

All compensatory time [earned and used] including time earned for this SWCE event, must be recorded on the employee's timesheet or it may be forfeited.

Questions may be directed to your local Human Resources Group:

| Human Resources Office | Telephone Number |
|------------------------|------------------|
| New Castle             | 302-255-9070     |
| Kent                   | 302-223-1550     |

Sussex

302-933-3000