

Dear Supervisors:

Further to the Public Safety Power Shut Off (PSPS) Advisory email recently sent to the University community, please speak with your employees regarding a plan if any of your team members are affected by power outages. Though we recognize we are in the midst of the current Red Flag Warning affecting Los Angeles and Ventura counties, there may be additional power outages affecting Pepperdine employees in the near future.

Continued Work

Please work with your team members in advance to plan ways that they can continue working on normal or reassigned duties, if possible, during a power outage.

Because of COVID-19 guidelines, only essential employees may go to a Pepperdine campus. Please receive permission from your vice president or dean to allow for an employee to come to campus who has otherwise worked remotely during the COVID-19 pandemic.

Timecards and Pay

Please ask all employees whose timecards will be affected by the power outages due to the current Red Flag Warning to contact Human Resources for assistance. It is important for all employees' timecards to be completed appropriately and accurately.

Limited to the current Red Flag Warning in effect for Los Angeles and Ventura

counties anticipated to end on Saturday, December 5, 2020, all employees impacted by a power outage who cannot otherwise work on normal or reassigned duties will be given up to 16 hours of Emergency Pay, as needed. Any additional hours that employees are unable to work due to extended power outages will be unpaid time; employees will have the option to take unpaid time, use vacation accruals, or request make-up hours limited to the same workweek. We encourage you and your employees to plan in advance for possible alternate solutions.

Non-exempt (hourly) employees should record their actual hours worked on their timecards. For hours that cannot be worked on normal or reassigned duties, either all or a portion of a regularly scheduled shift should be appropriately coded with Emergency Pay (completed by Human Resources). For example, an employee who is regularly scheduled to work eight hours, but is only able to work five hours remotely, may record five hours of regular work and Human Resources will record three hours of Emergency Pay to complete the eight-hour shift.

Exempt (salaried) employees should only use the appropriate codes for full-day absences of scheduled work.

Questions

Thank you for your continued leadership during this time. Please contact Human Resources (310.506.4397) if you have any questions.

