

## **University Guidelines**

Section 3.10 Financial Services: Human Resources

Emergency Pay Guidelines (*2 Policies of the Board of Trustees J*)

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Replaces:

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- A. In the event of an emergency that hinders normal operations, such as a natural disaster or pandemic, Southern Illinois University (SIU) may continue to provide pay and benefits to its employees under an emergency pay period (period).
  - 1. Employees include all faculty, staff, students, graduate assistants, postdoctoral fellows and temporary employees regardless of funding source.
  - 2. During the period, employees will continue in the same pay, leave and benefit status that was in place at the inception of the period while performing services as an employee for the University.
  - 3. Where possible, employees may be temporarily assigned work that can be undertaken remotely. (See University Guideline 13 for System Remote Work Policy.)
  - 4. Employees who can work remotely are expected to continue to provide service during their regular work hours or a schedule that is more flexible based on supervisor's approval.
  - 5. Employees who are working remotely but whose normal duties cannot be performed remotely are expected to remain available for work and continue to provide as much service as possible to the University.
  - 6. Employees will be paid for hours worked at their current rate including any overtime earned according to FLSA guidelines.
  - 7. Employees must complete online required trainings, maintain availability for remote participation in meetings, and continuing monitoring of email or other normal modes of communication.
  - 8. Employees who are unavailable for work can use available sick time and vacation time, as applicable, to cover those absences, as they would normally do. In addition, employees who qualify may apply for available leaves, as provided under any applicable federal or state laws.
  - 9. Employees in hourly, contingent positions, such as student worker, extra help or other temporary roles, will be paid in accordance with the number of hours worked. SIU may allow compensation for hours of work expected prior to the emergency.
- B. Employees and supervisors will be responsible for maintaining all necessary timekeeping records. Employees continue to report their time to their supervisors.
- C. For existing appointments tied to sponsored projects, continuation of salaries and benefits will be based on the planned distribution of effort to the project. New appointments and salary adjustments tied to sponsored projects assumes those employees are able to provide services to the project. For employees with existing appointments on sponsored projects but whose work cannot be completed remotely, effort will be reported at expected or planned level of the appointment during the emergency period.
- D. Employees whose work cannot be performed remotely but has been deemed by the University to be necessary for continued operations will continue to physically report to work as needed.

- E. All pay, leave and benefits will continue in accordance with University policy, federal and state law, as well as any applicable collective bargaining agreement provisions, as applicable.
- F. The Southern Illinois University System President, the Chancellor of Southern Illinois University Carbondale, the Chancellor of Southern Illinois University Edwardsville, and the Dean and Provost of the Southern Illinois University School of Medicine are hereby authorized to promulgate and/or amend policies, procedures, and/or protocols, for their respective campus or locations, to implement these Guidelines.



Daniel F. Mahony  
President

12/18/2025

Date