1. Which office buildings will be open during the Holiday break?

Two buildings will be open on the Columbus Campus: Delaware Hall and Rhodes Hall. If the building you normally work in is closed, you will report to work at Delaware Hall.

2. Why are Delaware and Rhodes Halls the open buildings during the holiday break?

- Delaware Hall was chosen because the Police Department, located in Delaware Hall will, by necessity, be open 24/7 over the holiday break. Delaware Hall has computer labs that can accommodate working employees. By using Delaware Hall this year we were able to close an additional building – last year the Library was open.
- Rhodes Hall was chosen because some work requires employees to access confidential student and employee records that need to be secured.

3. What hours are these buildings open?

- Dec 26, 27, 30: 8-5:30p
- Dec 31: 8a-4p

4. How do I gain access to the buildings that are open?

Only one entrance will be open at both buildings. Employees who are working should bring their Cougar ID to gain entrance.

- If you are reporting to Delaware Hall, you will enter off the courtyard as though you were going to the Police Department. Sign-in and Sign-out sheets will be located at the entrance. Computer labs on the second floor will be open for use by working employees.
- If you have office space in Rhodes and are reporting to work, please use the entrance by the TIC. Sign-in and sign-out sheets will be located at the entrance.

5. When are employee time cards due for the pay period ending 12/15/2013 - (pay date of 12/31/2013)?

Employee time entry is due by 11:00PM on 12/16/2013.
6. When are electronic time card approvals due from supervisors for the pay period ending 12/15/2013?

Electronic time card approvals are due by 5 PM on 12/17/2013.

7. When are other payroll documents due in the payroll office for the pay period ending 12/15/2013 - pay date 12/31/2013?

All payroll items not submitted through web time entry are due in the payroll office by 4 PM on Monday 12/16/2013 to ensure processing for the 12/31/2013 pay date. Any information received after that will be processed for the 1/15/2014 pay date.

8. If I am not enrolled in direct deposit, where should I pick up my paycheck?

Paychecks will be available in the Police Department in Delaware Hall on 12/31/2013 during the posted business hours.

9. Why are in-person and by-phone services to students unavailable December 25, 2013 through January 1, 2014?

This is a cost saving measure. Because the College is now on a semester-based calendar, peak preparations for Spring semester occur later due to a mid-January start, resulting in little need for students to access in-person services during the week between December 25 and January 1. Like last year, students will still be able to register for classes and pay fees on-line December 25, 2013 through January 1, 2014.

10. Am I required to take leave during the holiday period?

No. Full-time employees are not required to take leave during the holiday period this calendar year. If you wish to take time off, the same Supervisory pre-approval for time off during this period is required as per College policy. Please submit your leave request to your supervisor by Friday, December 13.

Beginning in calendar year 2014, between December 25 and January 1 the College will be closed and full-time administrators and staff will enjoy four Holiday Leave Days. For employees that
are members of a bargaining unit, the terms of the applicable bargaining agreement will continue to govern the manner in which those employees must account for time off.

11. What in-person/on-site college services will be unavailable during this period?

- Admissions
- Advising Services
- All Academic Departments and faculty offices
- Bookstore
- Cashier and Student Accounting
- Computer Commons
- Counseling Services
- Delaware Campus Student Services
- Delaware Campus Learning Center
- Financial Aid
- Fitness Center
- Finger printing (Police Department)
- Human Resources
- Library
- Many parking lots and the parking garage
- Records and Registration
- Recreation and Athletics
- Student Assistance Center
- Student Engagement and Leadership
- Student IDs (Police Department)
- Telephone Information Center
- Testing Centers on Columbus and Delaware Campuses and Regional Learning Centers
- Veterans Services

12. What happens if I have not used all of my Personal Business Leave from 2013? Can I still be paid out for up to 16.0 hours of unused time?

Yes. You can still be paid out for up to 2 days of unused 2013 Personal Business Leave. Payment will be made on the January 31, 2014 pay day. Please check your individual leave balances on the Cougar Web. Communication will be forthcoming regarding the Payroll processing schedule which will be a little different from last year.
13. May employees choose not to use the available leave, but request unpaid days off during this period?

No. The college requires an employee to use available leave before unpaid time off is approved.

14. What if I am newly employed at Columbus State and don’t have any available leave to use?

With supervisory approval, full-time employees without enough personal business leave or vacation leave who wish to be off between December 25 and January 1 may choose to take unpaid leave.

15. What if I am scheduled to work but get sick during the break?

Regular use of sick leave, with supervisory approval should be used.

16. May I work from home during the designated holiday period?

No, while the College has adopted a policy that allows employees to work from home with supervisory approval, college-wide procedures have not yet been established.

17. Will I have access to my office or computer if I am working on campus and need to retrieve something during this period?

For planning purposes, assume that you will not have access to your office. You should bring your work materials to your designated work station.

18. Will the Help Desk be available to answer general questions or provide technical assistance?

Limited help desk support will be available for employees working the holiday period.

19. Will I have access to my Columbus State phone extension or a Columbus State phone to conduct business calls if I am working?

For planning purposes, assume that you will not have access to your phone extension. There will be limited shared availability to Columbus State phones in your temporary work location.
20. If my regular schedule is second shift, will I still be able to work those hours?

_Columbus State’s hours of operation for the holiday period, unless you are designated as “Essential Personnel” will be as follows:_

- Dec 26, 27, 30 - 8-5:30p
- Dec 31 - 8a-4p

_Employees shall work with their supervisors to request appropriate numbers of hours of leave, given these hours of operation, accounting for the lunch period that the employee generally takes._

21. Even if my building is not being heated during the designated period, can I still work in the building, understanding that I may need to bundle up?

_No, to ensure your safety and security, you will not be permitted to work in any building designated as closed._

22. Will there be any options for part-time employees to work over the designated break?

_No. Employees who work part-time will not be scheduled to work beginning December 25, 2013 through January 1, 2014. No additional hours will be added to part time employees schedules prior to or after the break._

23. As a part-time employee who won’t be working during this period, will I be eligible for unemployment compensation benefits during the holiday period?

_As an employee of an educational institution who will return to work after the temporary suspension of in-person and by-phone services to students during this holiday period, the College anticipates that you will not be eligible for benefits under current law. See R.C. 4141.29(I)._ 

24. Will we engage this same program in 2014?

_No. Last year’s pilot program resulted in recommendations that were uniformly endorsed by employee groups to trade the four Personal Business Leave Days currently provided by Policy 3-12, Personal Business Leave, for four paid Holiday Leave Days. Personal Business Leave days will
no longer be provided. This will enable the College to close and reap the full utility, custodial
and other savings of doing so.

*Holiday Leave Days shall be codified into the appropriate College policy effective January 1,
2014.*

*If you have additional questions, please contact Becky Ribble, Payroll Supervisor, by email at bribble@cscc.edu.*