Dear Temporary Hourly Employees and Supervisors,

President Kibler and the Executive Cabinet authorized temporary hourly employee payroll to continue until the last April 30, 2020.  As we continue to make adjustments to our business operations due to COVID-19, we are committed to ensuring that our employees receive wages during this time period. Temporary hourly employees will be paid emergency leave until April 30 or until the employment authorization was scheduled to end, whichever comes first. Calculation for those payments are as follows: Payroll will take the average number of hours worked weekly from the last two pay periods (January 16 through March 15) and apply that average number of hours to the weeks within the next pay periods of March 16 through April 15 and the shortened period of April 16 through April 30.  For hourly employees working on campus or remotely and not receiving emergency leave, actual hours worked will be paid if they exceed the average hour calculations. By doing this, hourly employees will receive payment that covers work weeks through April 30.  Each hourly employee will be paid at the approved hourly rate on file. Supervisors will be responsible for informing HR if the hourly employee’s work responsibilities will continue beyond April 30, 2020.

We know that the uncertainty surrounding the pandemic continues to raise questions, so please feel free to reach out to us if you need assistance.

Thank you,

Karlin DeVoll, MPA | Director of Human Resources

**SUL ROSS STATE UNIVERSITY** | Human Resources

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