

## Continuation of Salaries and Fringe under unexpected or extraordinary circumstances

In the event there are unexpected or extraordinary circumstances that are beyond the control of the RF, it is expected that to the extent possible, RF employees who are not directed or approved to come to the worksite will work at an alternate worksite, work alternate hours or complete an alternate work assignment. The determination whether any of these options is available shall be made by the employee's supervisor or Principal Investigator, in conjunction with the campus Human Resources office, and take into account the technology available and/or means to do the work, and the ability to deliver and document a tangible work product related to the project or award the individual is paid from.

If there is no work available to an employee due to unexpected or extraordinary circumstances beyond the control of the RF, the RF will continue salaries and benefits as long as the appointment would normally continue during the period, based on funding availability and consistent with institutional compensation practices, for a period of up to 30 calendar days. The RF adheres to sponsor requirements in charging allowable compensation and completing deliverables on sponsored programs, including Office of Management and Budget (OMB) governing regulations for federally funded projects.

The following documentation is required to support continuation of salary and benefits while no work is being conducted:

- Documentation of the unexpected and extraordinary circumstance
- Documented reason that work may not be conducted
- If paid from sponsored awards, the costs must be disclosed and allowable in accordance with sponsor requirements, if applicable
- Payment is properly authorized in accordance with RF policy and procedures
- Documentation of the timeframe for which the payment is being made

*Definition of Unexpected or extraordinary circumstances:* Circumstances that are beyond the control of the Research Foundation or SUNY, including but not limited to an epidemic or pandemic, a natural disaster where a state of emergency is declared by local, state or national public authority, or work stoppages due to other reasons of a significant nature.

An event is designated as unexpected or extraordinary circumstances by campus leadership.

**NOTE:** Salary and benefits continuation related to COVID-19 are effective March 16, 2020. Eligible employees who are unable to work will use the temporary expansion of use of sick leave and/or other appropriate accruals as outlined in the [FAQ](#) as a first option.

**UPDATE:** Effective June 18, 2020, OMB extended salary continuation related to COVID-19 through September 30, 2020. OMB provided further clarification on July 1, 2020 that due to the limited funding resources to achieve program goals, other available funding sources must be exhausted prior to using sponsored funds in order to preserve money for ramp up efforts. Recipients should retain documentation of their efforts to exhaust other funding sources and reduce overall operational costs.