1. Will I be compensated for the time that the university was closed for normal operations due to Gustav?
   A: Yes, you will be paid for the emergency closing, which went into effect at noon on Friday, August 29, 2008. The university resumed normal operations on Saturday, September 6, 2008.

2. What if I was on vacation during the closing for Gustav?
   A: For the time period that the university was closed for Gustav, you will not be required to use vacation even if it was an approved vacation time. You will only be charged vacation time for the period of time that you were out of the office and the university was open for normal operations.

3. What if I did not complete Employee Registration with Americall after Gustav passed?
   A: We did not activate the Employee Registration because President Cowen extended the emergency closing to Saturday, September 6, 2008, in advance of the storm making landfall.

4. How should I fill out my time sheet for the time that the university was closed (Applies only to non-essential employees and employees who were not called back before the university resumed normal operations)?
   A: You would simply fill out your time sheet with your normal working hours for each of the days that the university was closed, just as if you had been working your regular day. You will be paid for the remainder of the work day that the university closed (Friday, August 29, 2008) at your normal rate as well.

5. What if I am essential personnel and I was required to stay on campus? How do I complete my time sheets?
   A: If you are eligible for overtime and were required to work during the closing, you will be paid at one and one-half times your regular rate for the hours you worked which fall outside your regular work day. You will be paid at two and a half times your regular rate for all hours worked that fall within your regular work day. If you are not eligible for overtime, you will be paid at your regular rate for all hours worked.

6. What if I was called back to campus before the university resumed normal operations?
   A: There is no university wide call-back policy. If you were called back to campus by your department before the university reopened for normal operations, your department has a call-back policy that was pre-approved by WFMO.

7. What if I am unable to work on Monday, September 8, 2008?
A: You must contact your supervisor as far in advance of the beginning of your shift or normal work hours as possible, and no later than within two hours of your start time. If you are unable to return due to problems with your home or family, we will use your sick time for the time you are not able to return. If you do not have sick time, we will use your vacation time. If you do not have vacation time available, we will accrue negative vacation hours for you. If you cannot return on Monday, it is imperative that you contact your immediate supervisor.

8. I am feeling anxious and may need to talk with someone. What resources are available to me?
A: You have a number of options. Optum Health is providing a free help line, which is open 24 hours a day, seven days a week. The toll free help line number is 1-800-689-5703, and it is staffed with behavioral health specialists who can assist with those who need assistance dealing with stress and anxiety. You may also call Tulane’s Employee Assistance Program at 1-888-842-4224. This is also a 24-hour assistance line, and callers may ask for assistance with a wide range of issues, including caring for parents and children during stressful times. All help lines are completely confidential.

The university will also arrange for some on-site counseling for employees. Please check the WFMO website for further information about these services. Information about on-site sessions and options should be posted Monday afternoon, September 8, 2008.