

**POLICY TITLE: EMPLOYEES PAID WITH FEDERAL FUNDS AND UNEXPECTED OR EXTRAORDINARY CLOSURES**

Policy

During any emergency closure of Agency facilities, Agency employees who are paid with federal funds shall be compensated or given unpaid time off in the same manner as similarly situated Agency employees paid with Agency funds. Such employees shall continue to perform their grant-funded duties during the closure, to the extent possible. This may include, to the extent practicable, working by phone, email, and video conference. Employees supported with federal grant funds who are intended to provide direct services to students may maintain contact with students during the period of the unexpected or extraordinary closure using the alternative, appropriate methods. Agency employees paid with federal funds shall return to work as soon as possible.

Federal Funding

It is the intent of the Agency to apply consistent accounting treatment when allocating funds across both federal and non-federal funding streams. The Agency will ensure that the expenditures incurred meet allowability requirements for the specific program and are both reasonable, regardless of whether the funding stream is federal, state, or local in nature.

**LEGAL REFERENCE:**

Office of Management and Budget Memo M-20-11 dated March 9, 2020

**POLICY HISTORY:**

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