

DIVISION BUSINESS SERVICES

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Agriculture, Life &
Veterinary Sciences &
Cooperative Extension

Memorandum

Date: June 24, 2020

To: Unit Leaders, CEDs, AES Leaders, and Lead Business Officers,

From: Jeffrey Ratje, Associate Vice President

A handwritten signature in blue ink, appearing to read 'Jeff M. Ratje'.

RE: University Release

ALVSCE employees (not including students) recorded more than 14,000 hours of University Release time during an eight-week period (attached). This amounted to \$348,000 in salary and benefits. University Release was a pay code that President Robbins authorized during the spring semester to protect employees from financial hardship and was available if employees did not have remote work to perform or had no alternative duties they could perform such as compliance training, professional development, and catch-up work.

The University Release pay code **expired on May 11, 2020**. Employees who have no remote work after this date must use vacation time or go unpaid. Each supervisor attests that the time sheets are accurate, and it is a violation of the Misuse of University Assets Policy to falsify them. False time sheets will result in personnel actions up to and including dismissal.

CC: Executive Council
Eric Kay

