

# Temporary HR Policy Guidance Related to COVID 19

## Telecommuting (Working Remotely)

- Now that some employees have started to telecommute, we want to further encourage employees and managers who have not yet decided, to determine if remote work is an option. If telecommuting is occurring or newly available, the attached IT guidelines are provided for your assistance.
- Employees who are unable to telecommute due to job duties should email their manager with the reason they aren't able to telecommute. The manager should then contact Human Resources to discuss options.
- Employees who are able to telecommute may do so to care for dependents who need care as a result of COVID-19 related closures of schools, day care, or other breakdown in care arrangements. Ensure that you have consulted with your manager.
- Employees who must stay home and are not able to perform their job duties, due to the need to care for dependents as a result of COVID-19 related closures of school, day care, or other breakdown in care arrangements may use their accrued personal leave including vacation, sick, personal hours or wellness hours. Ensure that you have consulted with your manager.
- Employees should not bring their children or dependents to the office or campus during this time.
- Employees who are in self-quarantine due to possible exposure to the coronavirus or other illness and are able to telecommute, should do so.

Note: If you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the pandemic influenza virus, you would be advised not to come to work (e.g., pregnant women; persons with compromised immune systems due to cancer, HIV, history of organ transplant, heart conditions, diabetes or other medical conditions; persons less than 60 years of age with underlying chronic conditions; or persons over 60). Please contact your Human Resources representative if this applies to you and you need an accommodation to telecommute.

## Work Schedules

- RVU campus operational hours remain as 8:00 am to 5:00 pm, whether on campus or telecommuting.
- Managers should consider implementing a staggered or flex work schedule whether on campus or working remote ensuring appropriate coverage.

## Paid Time Off

- Employees who are ill or sick and unable to telecommute, may use accrued paid sick time or any other accrued time off, if needed.

- Employees who are in self-quarantine when it is required by a physician or public health authority/guidelines, who are NOT sick and NOT able to telecommute may use accrued sick time.
- Employees with insufficient sick or paid time off may use up to 14 days of unearned sick time (i.e. accrue a negative sick time balance of up to 14 days) for illness, self-quarantine, or for the active care of others because of disruptions relating to COVID-19.
- Employees who are out sick or using paid time off should report their time in iSolved as they normally would. Make sure you have login and password for <https://amcheck.myisolved.com>
- Where quarantine is imposed by RVU, a physician, or a public health official, due to an employee exposure while performing work directed by RVU, the employee will be paid regular pay and will not have sick or vacation balances reduced during the period of quarantine. FMLA and /or Worker's compensation may possibly apply during the period of imposed quarantines.

### **Short Term Disability - STD (Employees working 28+ hours per week)**

- If you expect to be off work for more than 14 days due to your own personal illness, please contact campus HR to confirm eligibility for STD.
- A doctor's note will be required to confirm disability under the STD benefit.
- STD begins on the 15th day of absence and will provide compensation up to 60% of pre-disability earnings.
- The duration of this benefit is up to 90 days and then it will convert to Long Term Disability, if needed.

### **Recruitment/Hiring Employees**

- Currently, we remain recruiting for open positions but interviews will only be conducted via technology/virtually.

### **Important Reminder to All Employees**

- Pay special attention to COVID 19 Response Team communications
- Practice effective personal hygiene actions:

#### **Stay home if you are sick.**

If you are ill or feel you may have been exposed to the coronavirus, please stay home and observe the following protocol:

- **Employees** are to contact their manager immediately. If exposed to or diagnosed with coronavirus, the manager will then contact HR (Patty Gordon in CO and Kristin Shute in UT) who will then contact the Response Team as necessary.

#### **Protect yourself and others.**

- Regularly wash hands often with soap and water for at least 20 seconds.

- Use an alcohol-based hand sanitizer in between hand washes.
- Cover your mouth and nose with a tissue or your elbow sleeve when coughing or sneezing.
- Avoid close proximity to people by practicing social distancing of 6 feet.
- Avoid touching people (shaking hands, hugging, etc).
- Disinfect frequently used objects such as door knobs, light switches, phones, keyboard, chairs, desks, etc.

**For further information or questions contact your campus HR rep.**

**HR Manager (CO): Patty Gordon - pgordon@rvu.edu; 720-874-2400**

**HR Partner (UT): Kristin Shute - kshute@rvu.edu; 435-222-1273**