

Guidance regarding pay status for full-time staff from 3/15/2020 to 4/30/2020

Implement a uniform and equitable protocol to determine pay status for full-time employees from 3/15/2020 to 4/30/2020 that is consistent with President Barron's pronouncement that all employees will be paid until April 30, 2020

- Timeframe: 3/15/2020 to 4/30/2020
- Eligible categories:
 - Full-time staff (exempt, non-exempt, administrator) that are currently working remotely or on campus
 - Full-time staff (exempt, non-exempt, administrator) that are currently unable to work remotely or on campus
 - Full-time staff (exempt, non-exempt, administrator) that are currently on a paid leave of absence -personal leave, FMLA, paid parental leave, or Worker's Comp
 - Full-time staff (exempt, non-exempt, administrator) that are currently on an unpaid leave of absence

Protocol:

For the purposes of this recommendation there are four categories of full-time employees to consider.

Full-time staff (exempt, non-exempt, administrator) that are currently working remotely or on campus in mission critical roles

- Employees receive pay at their regular rate from 3/15/2020 to 4/30/2020 or through the planned end date of their employment, whichever comes first.
- Non-exempt employees will need to enter hours in Workday accordance with standard procedures.
- If an employee in this category requests a day off between 3/15/2020 and 4/30/2020 it must be approved by their supervisor. During this time employees do not need to charge sick or vacation time, however if you want to note your time away utilize "COVID-19 Paid: Not Working" in accordance with the timekeeping proposal.
- No new "over the max" leave accrual requests will be granted from 3/15/2020 through 4/30/2020.

Full-time staff (exempt, non-exempt, administrator) that are currently unable to work

- Employees receive pay at their regular rate from 3/15/2020 to 4/30/2020 or through the planned end date of their employment, whichever comes first.
- If applicable, time off should be entered into Workday in accordance with the timekeeping proposal.
- If applicable, regular hours should be entered into Workday in accordance with the timekeeping proposal.
- No new "over the max" leave accrual requests will be granted from 3/15/2020 through 4/30/2020.

Full-time staff (exempt, non-exempt, administrator) that are currently on a paid leave of absence (personal leave, FMLA, paid parental leave, or Worker's Comp)

- Employees on a paid leave of absence on 3/15/2020 remain on a paid leave of absence and continue to utilize leave as prescribed prior to 3/15/2020.
 - If the leave ends, prior to 4/30/2020, the employee's compensation will be governed by whichever of these four aforementioned employment categories they now fall into.

Full-time staff (exempt, non-exempt, administrator) that are currently on an unpaid leave of absence

- Employees on an unpaid leave of absence on 3/15/2020 remain on an unpaid leave of absence.
 - If the leave ends, prior to 4/30/2020, the employee's compensation will be governed by whichever of the four aforementioned employment categories they now fall into.

*Full-time employees who also have an additional part-time position (for which no work is available or that is unable to be performed remotely) will only receive pay based on their full-time position.