

GUIDANCE FOR STAFF AND SUPERVISORS

COLLEGE OF ARTS AND ARCHITECTURE

APRIL 6, 2020*

(2:25 PM)

The College of Arts and Architecture, along with Penn State, is monitoring actively and carefully the situation regarding COVID-19. The guidelines below provide up-to-date advice to College of Arts and Architecture staff in coordination with guidelines for Penn State staff and supervisors. The guidelines for the college will be reviewed and updated regularly as this situation unfolds. Please continue to check our intranet site (<https://sites.psu.edu/aainternal/>) or the University website (https://sites.psu.edu/virusinfo/?utm_campaign=banner) for updated information

STAFF VACATION TIME

When President Barron made the commitment to pay all employees through the end of April, it was decided that employees who could not work remotely would not be required to charge their time off balances. It would be unfair to require employees who are working remotely to charge their time off balance when employees who are not working do not. Therefore, the decision was made that no one would be required to use sick or vacation time during this period. This does not mean that employees are not permitted to take time off. To the contrary, during these highly stressful times it may be more important to take time for yourself and your family. The COVID-19 Paid codes in Workday were developed to allow the University to accurately capture the cost of paying employees for time not worked. However, one of the consequences of these decisions was a large potential liability if, as a result of not charging their vacation balance employees accrue additional vacation beyond what they would have under normal circumstances. To manage this liability, the decision was made not to grant requests for exceptions to the vacation maximums in policy until this period is over. For employees who may be preparing for a major life event (such as an upcoming surgery, the birth or adoption of a child, finishing a degree, etc.), please work with the College HR office to seek approval to accrue a vacation balance in excess of the maximum accrual limit for these type of situations.

REIMBURSEMENT FOR OFFICE SUPPLIES WHILE WORKING REMOTELY

David Gray has asked for all expenses incurred as a result of COVID-19 to be documented. These expenses include costs incurred due to cancelled travel, telecommuting, and lost revenue. The finance staff in each unit will code these expenses with #CV for ease in tracking. Weekly, Kathy Kensinger will run a report to submit to the Corporate Controller.

Procurement Services has made a change to all non-catalog eBuy orders and several catalog suppliers to allow for home delivery during this time of remote working. Tracey Spicer in the Finance Office forwarded the message with instructions to all Financial Staff on March 25, 2020.

Here is an excerpt from that messaging:

Setting Up Non-PSU Ship-To Addresses on eBuy Orders

To accommodate the growing number of staff working from home, new features have been established in eBuy for setting up orders for home delivery. These procedures apply to all non-catalog eBuy orders and for the following catalog (punchout) suppliers:

Penn State General Stores ([See Special instructions for stock items on pg.5](#))

CDW-G

Dell

SHI

Fastenal

At this time, all other catalog orders with suppliers not listed above must be processed for delivery to a valid PSU shipping address. Additional catalog suppliers will be added upon successful testing of those suppliers' capabilities.

Non-PSU Location Shipping is ONLY permitted to addresses within the State of Pennsylvania – No Exceptions.

If ordering smaller, miscellaneous purchases by P-Card, the ship-to address may simply be provided at the time of order. Please document your PCard file to reflect that purchases were required to fulfill operational duties during remote working procedures during University's response to COVID-19 epidemic.

In all cases, University purchases establish Penn State's ownership of the goods purchased. Those goods must be consumed for University purposes and/or returned to the University for further use.

If you require further assistance, contact the eBay Helpline at ebuy@psu.edu or call 814-865-8316 to leave a message.

FLEXIBILITY OF HOURS/ACCOUNTABILITY

The total number of hours that staff are expected to work in a work week is not expected to change, regardless of the work location.

Employees and their supervisors should maintain regular communication for assigning and updating of work assignments. Managers and employees should hold regular check-ins. Managers may opt to facilitate communication with their employees via the [employees remote check in report](#).

SEARCHES

Penn State instituted a pause in hiring on March 24, 2020. No new faculty or staff searches may be initiated, and all staff searches in process should be paused, **unless an offer was made on or before March 24, 2020. The Provost has implemented a process for Deans to submit exceptions to the hiring pause. The dean is working with department heads, unit directors, and school directors to determine how to proceed with requesting exceptions.**

ANNUAL PERFORMANCE REVIEWS

Step 1: Setting Goals or Step 2: Mid-Year Check-In of the Performance Management Cycle has been **extended to Thursday, April 30**. The third and final step of the Performance Management cycle, end of year reviews, will run from **Friday, May 1, 2020 through Friday, July 31, 2020**.

QUARANTINE

All faculty and staff employees returning from [CDC Level 3 countries](#) must engage in a 14-day self-quarantine before returning to work. For those employees at Penn State's College of Medicine, please consult guidelines posted on the College of Medicine's internal website.

The guidelines detailed below apply to faculty and staff employees who are returning from a CDC Level 3 country:

1. All faculty and staff employees will be required to self-quarantine for 14 days.
2. Unless they are ill, faculty and staff employees are expected to meet their faculty obligations while under self-quarantine and should consult with their unit executive on how best to meet their teaching, research, and service responsibilities during this period.

3. Faculty and staff employees who become symptomatic should contact Absence Management [absence@psu.edu, or (814) 865-1782] to discuss a medical leave of absence and clearance requirements for returning to work. For information regarding Family Medical Leave, please see [HRG11](#).

Question regarding these guidelines should be directed to Absence Management, absence@psu.edu, or (814) 865-1782

MEETINGS AND EVENTS

Regardless of the size of the meeting or event, all non-essential meetings and events should be canceled, rescheduled, or offered virtually until May 15, 2020. Any essential meetings that are held should maintain good social distance practices, including ample space between participants (i.e., approximately six feet). No new non-essential large events (over 10) should be scheduled. For essential large events that are expected to have more than 10 attendees, approval to hold the event must be sought from the dean and the Executive Vice President and Provost, Nicholas P. Jones. All requests should come from the unit head/school director and include a description of how social distancing will be maintained during the event. If approved by the dean, it will be sent to Provost Jones for final approval.

Per guidance from the Department of State, the arrival of all visitors invited to campus who are foreign nationals scheduled to arrive on campus prior to May 11, 2020 will be asked to reschedule their visits. Unit heads/school directors should make requests for exceptions to the dean and include a description of why the visit is essential. If approved by the dean, it will be sent to Provost Jones for final approval.

Consistent with travel guidance issued by Penn State, the arrival of all visitors invited to campus before May 11, 2020 will be asked to reschedule their visits. Unit heads/school directors should make requests for exceptions to the dean and include a description of why the visit is essential. If approved by the dean, it will be sent Executive Vice President and Provost, Nicholas P. Jones. for final approval.

A LIST OF THINGS TO WORK ON

1. Clean out/organize your email mailboxes
2. Clean out/organize your shared files
3. Work on your performance review
4. Take professional development trainings (Check out the Learning Resource Network)
5. Update documents: edit for consistent format; convert appropriate documents to PDF with fillable text fields
6. Wellness check on other people in the college and your local community (for personal self-care and care of others)
7. Contribute to efforts to support health professionals in our area and beyond.

MAIL DELIVERY AND DROP OFF

Mail can be picked up from Mail Services 12:30pm-3:00pm. Go to the door labeled "Mail Services." Each building should work out how to handle mail pick up and distribution.

ILLNESS

You are required to report all illnesses of any kind, lasting three (3) or more days to Absence Management via email at absence@psu.edu.

MISCELLANEOUS QUESTIONS

Q: ARE PART-TIME EMPLOYEES GOING TO CONTINUE TO BE PAID? SHOULD I NOTIFY MY WAGES EMPLOYEES?

A: The hours each part-time employee was paid for the pay period covering February 16 to February 29, 2020 are being used as a 'snapshot' period. These 'snapshot' hours will be extrapolated over seven weeks to estimate hours starting

March 15, 2020 and running through April 30, 2020 per President Barron's announcement of a pay continuation for all employees at the Town Hall held on March 24, 2020. This total amount of hours will be loaded in Workday as a time off balance that can be used by the part-time employee (similar to time off balances like sick and/or vacation time for full-time employees). Part-time employees will be able to submit new time off requests for the B21 pay period starting April 6, 2020. These requests can be submitted for any day during the respective payroll periods or until time off balances are exhausted.

Q: MAY FEDERAL WORK-STUDY (FWS) STUDENTS SUBMIT HOURS FOR PAY?

A: Federal Work-Study (FWS) students currently employed may continue to receive their funds during the remote learning period even if they are currently unable to work because of the COVID-19 interruption *and* according to their previously established work schedule. Days/hours entered on time sheets during the remote learning period should reflect those entered for the last pay-period (February 16-29, 2020). Earnings may continue for all federal work-study students through pay-period of April 26-May 9, 2020.

Q: ARE FULL TIME STUDENTS ELIGIBLE TO APPLY FOR UNEMPLOYMENT?

A: Full time students are not eligible for unemployment

Q: HOW DO I MOST EFFECTIVELY INTERACT WITH CO-WORKERS IN A REMOTE WORK ENVIRONMENT? WHAT TOOLS CAN I USE?

A: Tools like Zoom and Office 365 (including Teams) allow you to virtually interact with co-workers, present work material, chat with your team, and more.

**These guidelines and requirements are current as of the date listed herein and are subject to change.*

***Warning Level 3: CDC recommends travelers avoid nonessential travel to destinations with Level 3 travel notices because of the risk of getting COVID-19. For more information, please visit the [CDC website](#).*