

# Guidelines for Staff Telecommuting & Emergency Pay

Effective March 16, 2020 through May 8, 2020 (may be adjusted as needed)

Salt Lake Community College has enacted the following guidelines for full and part-time staff members through May 8, 2020. These guidelines for supervisors and employees aid them in determining telecommuting options and when to use emergency pay. Information on how to engage in effective telecommuting is in the [SLCC telecommuting tool kit](#). Any questions should be directed to [HR@slcc.edu](mailto:HR@slcc.edu).

## At-A-Glance Summary of Guidelines:

- If you are healthy, not in an at-risk population, do not need to quarantine due to potential exposure to COVID-19, and you work in a department or function which has a mandatory on-campus function, we ask that you continue to come to work. The provost and vice presidents will work with their senior leaders to determine mandatory on-campus departments and personnel. All employees coming to campus should follow CDC guidelines (limiting contact, washing hands, keeping surfaces clean, etc).
- If you are healthy and can telecommute please do so. For support in setting up a telecommuting plan please use the [SLCC telecommuting tool kit](#). Employees who are healthy and not in an at-risk or quarantined group, may come to campus as they need so long as they follow CDC guidelines (limiting contact, washing hands, keeping surfaces clean, etc).
- If you are unable to work because of COVID-19, the college will provide you with emergency pay. The college will cover the average pay you would typically receive (details below).
- We will accommodate individual needs. If people are uncomfortable or anxious about coming to campus, supervisors should accommodate requests to stay home.

## Telecommuting Guidelines:

*All employees are encouraged to telecommute to the extent reasonable.*

If the employee can fulfill the basic job requirements remotely, the supervisor and employee should develop a telecommuting plan using the [telecommuting tool kit on the HR website](#). The extent of telecommuting may depend on whether the employee is part of a department or function that must remain operating on campus through May 8. Employees may also do online or remote professional development during this time.

*If telecommuting is not feasible, supervisors should consider temporary assignments which may be outside the current job description which could be performed remotely.*

If the employee is physically able and if they have the knowledge and skills to support a different function which would allow them to work remotely, this change in assignment should be made.

The extent of telecommuting may depend on whether the employee is part of a department or function that must remain operating on campus.

*If the employee is healthy, is not in an at-risk population, and does not need to quarantine due to potential exposure to COVID-19, and they work in a department or function which cannot be performed remotely, we ask that they continue to come to work.*

Required on campus assignments are determined by each cabinet member. While at work employees should practice social distancing and preventative measures (washing hands, not touching eyes and mouth, etc). Where possible, supervisors and employees should build telecommuting plans to accommodate any portions of the job that can be done remotely. If you are unsure of your status, please talk to your supervisor and seek guidance through the department/division supervisors.

### **Emergency Pay Due to Covid-19 Guidelines**

*All employees (full and part-time) are authorized to stop working but continue to be paid without using sick leave for any of the below conditions:*

- *Employee is sick with flu or cold-like symptoms (including symptoms of COVID-19)*
- *Take care of people who are sick with flu or cold-like symptoms,*
- *Caring for children who would normally be at school or day-care facility.*

Employees self-declare as sick or unable to work due to COVID-19. Hourly employees (both full-time and part-time) will report the number of hours typically worked. Supervisors verify that the hours entered equals the average number of hours the employee typically works.

Employees who are caring for children who would normally be at school or day care should strive to find appropriate ways to continue working through telecommuting or other means. Emergency pay should only cover what the employee could not do because of childcare.

*Employees who are at risk, caring for those who are at risk, or may have been potentially exposed to COVID-19 should begin telecommuting immediately. If telecommuting is not an option and all other avenues of productive work have been exhausted, the employee will qualify for emergency pay (see below).*

If the employee does not have a job that can be reasonably performed remotely, supervisors should have the employee engage in remote professional development or support other jobs functions that can be done remotely. If these options are exhausted the person may stay home and receive emergency pay. If hourly, they enter the average number of hours typically worked. Supervisors verify that the hours entered equals the average number of hours the employee typically works.

*The supervisor reports to [HR@slcc.edu](mailto:HR@slcc.edu) any employee who is entering average hours and is staying home and not working.*

The report to HR should contain the employee's name, employee's S number (if known), the date they stopped working, and the anticipated timeline for them (if known) to resume work. Exempt employees follow the same protocol but don't need to enter any hours. The reporting to HR ensures the college can request reimbursement if emergency funding is made available.

*Thank you for living our values*

The health and safety of our College community, their families, and our community are our top priorities. We hope this guidance will help you to make the best decisions to support the health and safety of our College community and continue to support our students in the best ways possible. As a College community, we will trust each other, act with integrity, practice collaboration, and strive for innovation together. Thank you for all you do!