

### **If I have been designated as “Essential for COVID19 Circumstances – On Campus” am I required to come to work?**

Employees who are designated as “Essential for COVID19 Circumstances – On Campus” may be required to report to work for their regularly scheduled shifts (with exceptions for illness and other COVID-19 related accommodations). Job duties that can be performed via telework should be performed remotely. These employees should stay in contact with their supervisors to determine whether their designation changes.

Employees who have been designated as “Essential for COVID19 Circumstances – On Campus” needing accommodations should contact the Office of Gender Equity/Title IX Office.

### **If I am a non-exempt employee who has been designated as “Essential for COVID19 Circumstances – On Campus,” how will I be paid?**

- For all hours that a non-exempt employee with the designation of “Essential for COVID19 Circumstances – On Campus” is required to be on campus, they will be provided with their regular pay in addition to administrative leave (455WK). (Administrative leave does not apply to Contingent 1 employees)

### **If I have been assigned to telework, how do I fill out my time sheet?**

All employees (exempt and non-exempt) should enter their time and attendance in the normal fashion. For exempt employees, this involves entering “D” for duty days. For non-exempt employees, this involves entering the hours worked.

Employees who have been assigned to telework and need time off for illness or personal reasons are required to enter their leave in accordance with standard leave policies. Absences which are related to COVID-19 (e.g., a parent who is unable to telework due to the need to care for a dependent child) are eligible for sick leave.

### **If I have been put on Administrative Leave, how should I fill out my time sheet?**

- Non-exempt employees whose job duties are not capable of being performed remotely and who are not designated as “Essential for COVID19 Circumstances – On Campus” should use the hourly employee Administrative Leave code (455CL). (Administrative leave does not apply to Contingent 1 employees)
- Exempt employees whose job duties are not capable of being performed remotely and who are not designated as “Essential for COVID19 Circumstances – On Campus” should use the employee Administrative Leave code (455CL). (Administrative leave does not apply to Contingent 1 employees)

**If I have been designated as “Essential for COVID19 Purposes – On Campus” can my supervisor require me to come to work for only a few hours, but not a full shift or a full workweek? What types of compensation are available if this happens and I am a non-exempt employee?**

An employee (exempt or non-exempt) who has been designated as “Essential for COVID19 Circumstances – On Campus” may be required to come to work for part of a shift and required to go home for other parts of a shift. For example, an employee may have certain duties that are essential to business continuity and require on-campus presence but other duties that are non-essential or can be performed remotely. Supervisors should only require employees to be on campus for the hours necessary to accomplish these essential functions.

- For all hours that a non-exempt employee with the designation of “Essential for COVID19 Circumstances – On Campus” is required to be on campus, they will be provided with their regular pay in addition to administrative leave (455WK). Hours spent off campus should be designated as regular work hours if teleworking or as Administrative Leave (455CL) for employees whose job duties are not capable of being performed remotely. (Administrative leave does not apply to Contingent 1 employees)
- Exempt employees should continue to use the designation of “D” for duty days or as Administrative Leave (455CL) for employees whose job duties are not capable of being performed remotely. (Administrative leave does not apply to Contingent 1 employees)