

## EMPLOYEE INFORMATION

The following information concerns temporary policy changes in the areas of teleworking, self-quarantining, and paid leave. These changes will be in effect as long as COVID-19 prevention measures are in place. To support employee, student, and community health and safety, the University is implementing social distancing (6 ft. distance from another person) and the following measures:

### **Telework:**

All employees who are able to work remotely will be assigned to telework as soon as possible. Divisional leadership has been working over the last two weeks to determine which positions are appropriate for telework and ensuring employees have the necessary tools to do so. To the extent possible, department laptops and other equipment may be allocated to employees to conduct remote work.

During this period of telework for emergency conditions, the restriction to telework while providing dependent care is lifted. Employees may telework while providing primary care for dependents to the extent possible. This may require alternative work schedules in order to accomplish required tasks.

A [temporary telework agreement](#) (click link for more information) should be completed and submitted to [hr@ubalt.edu](mailto:hr@ubalt.edu). This form requires both employee and departmental approval. Electronic signatures are acceptable.

Employees who are able to work remotely but need time away from work are required to use accrued leave in accordance with standard university policies.

Non-essential employees who are not assigned to telework will be placed on Administrative Leave. Non-exempt staff designated as Essential for Pandemic Circumstances – On Campus, who are required to report to campus will be paid as usual for hours worked on campus. In addition, those employees will receive payment in the amount of administrative leave granted to other employees.

Please see the [OTS remote-work](#) page for information on accessing UB resources while teleworking.

### **Self-Quarantine:**

If an employee, student, or UB community member believes that they have specific symptoms of the coronavirus or have been exposed to an individual confirmed to have the coronavirus, you are urged to self-quarantine for a period of 14 days. Please do not report to work if you show symptoms. An individual who exhibits no symptoms may return to campus after the 14-day period without additional documentation.

During the period of self-quarantine, individuals may telework if their responsibilities can be completed remotely. If the position is not appropriate for telework, the employee may use any category of their own paid leave balances.

### **Paid Leave:**

Paid Leave policies will be temporarily modified to help ensure economic stability for employees. Employees may utilize any available leave category in order to care for themselves,

to self-quarantine, to care for a family member who is sick or self-isolating, or to provide childcare if schools or daycares are closed.

Employees must use their available leave during self-quarantine associated with the COVID-19 prevention measures. If an employee has exhausted all available leave, an employee may request advanced sick leave from the Office of Human Resources.

**Communicating illness or potential exposure:**

Any individual who is experiencing symptoms associated with COVID-19 must stay home, use sick leave, and report their absence to their supervisor. See this link for COVID-19 symptoms <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>.

For general, non-emergency questions, comments or inquiries about the University's teleworking plan, self-isolation, or paid leave, contact the Office of Human Resources, [HR@ubalt.edu](mailto:HR@ubalt.edu).

Report emergencies to the University immediately ([UB-EMT@ubalt.edu](mailto:UB-EMT@ubalt.edu) or 410.837.4444) if a confirmed case of COVID-19 virus has impacted you directly. You may also notify the Office of Human Resources, [HR@ubalt.edu](mailto:HR@ubalt.edu)

A Frequently Asked Questions (FAQ) webpage for employees and supervisors will be available on UB's HR site in MyUB. Regularly visit UB's [webpage](#) for updated campus announcements and information. This is UB's hub for all COVID-19 information. We ask that you continue to follow [public-health guidelines](#) for care and precautions to help prevent the spread of the virus.