

**Temporary Guidance for Employees on Workplace Assignments,
Telework, and Absences Related to COVID-19 Events**

FREQUENTLY ASKED QUESTIONS

This document will be updated as circumstances change – last update 3/17/20

The COVID-19 virus poses an unprecedented public health threat. Using guidance from the CDC and public health officials, the USM Office has issued temporary guidance on employee workplace assignments, telework, and paid leave. This document addresses UB-specific questions related to direction from the State and USM.

Personnel questions not addressed here should be directed to the Office of Human Resources at hr@ubalt.edu.

1. Is the University closed?

No, the University is not closed. Beginning March 23, all classes will move to online education for a period of at least two weeks. Employees who are able to telework are expected to do so. Supervisors will work with their employees to determine appropriate remote work, work schedules, and technology needs in order for employees to accomplish this work. A [temporary telework agreement](#) is required. OTS has prepared a resource page for [Remote Work](#).

2. Can I come to campus?

Starting Monday, March 16th, campus buildings are restricted to employees only (including contractual and student employees). Starting March 23rd, campus buildings will be closed. Employees will not be able to access campus buildings until further notice.

3. What if an employee cannot telework or the portion of the job that can be done remotely is less than full-time?

Supervisors should work with employees to determine how much of their work can be done remotely. Some employees will be teleworking full-time. Other employees may only be able to do a portion of their work remotely. Employees who telework less than their scheduled hours should report regular work hours for the time worked and Administrative Leave (SAL) for the remainder of their schedule. Non-essential employees who cannot work remotely will be granted Administrative leave.

4. What positions are designated as Essential for Pandemic Circumstances – On Campus?

Because campus buildings will be closed, the designation of Essential for Pandemic Circumstances – On Campus will be used for a very small group of employees. It is expected this list will be limited to UBPD and a small number of Facilities positions. Departments will communicate directly to those employees.

Non-exempt employees with this designation who are required to come to campus during this period will receive their normal pay for time worked plus Administrative Leave pay for the same number of hours.

5. What happens if an employee who has been designated as “essential for pandemic circumstances” refuses to come to work?

Essential employees who do not report as directed should be directed to use accrued leave and depending on the circumstances could be subject to disciplinary action.

6. Are student employees permitted to work when the campus moves to fully online classes?

Yes, remotely. During the week of March 16, students may work on campus or may transition to telework. This will be dependent on the student’s department and role. Starting March 23rd, students who are able to complete their work remotely may continue to work. This will be determined on a case-by-case basis. To determine how an employee will be paid, see question 9.

7. If an employee is designated for telework, do they have to work during this period?

Yes. Because the campus remains operational, employees designated to telework are expected to do so. During this period of telework for emergency conditions, the restriction to telework while providing dependent care is lifted. Employees may telework while providing care for dependents to the extent possible. This may require alternative work schedules in order to accomplish required tasks.

Employees may be assigned to telework less than their standard hours due to the work they are able to perform remotely. In that case, employees would record work hours for the time worked and Administrative Leave (SAL) for the remainder of their standard schedule.

8. What if an employee designated to telework becomes ill or otherwise cannot perform their assigned telework?

An employee designated to telework who is unable to do so will be required to use accrued leave in accordance with standard university policies. These employees must inform their supervisor of such.

9. How will employees be paid?

Pay for employees will be dependent upon the category of employee and whether or not telework is available based on the work performed. Details for each category of employee are listed below.

1. Regular instructional faculty: Instructional faculty will telework and should continue to record duty days on their timesheet. If a faculty member becomes ill and cannot perform their responsibilities, they must inform their supervisor.
2. Regular exempt staff, non-exempt staff, librarians, and non-instructional faculty: employees in positions able to telework are expected to telework. Some positions may not be appropriate for full-time telework or able to telework at all. Employees should record work hours as appropriate for work performed. Employees unable to telework or who telework less than full-time should record administrative leave (SAL) for time not worked.

3. Contingent II employees: employees in positions able to telework are expected to do so. Some positions may not be appropriate for full-time telework or able to telework at all. Employees should record work hours as appropriate for work performed. Employees unable to telework or who telework less than full-time should record administrative leave (SAL) for time not worked.
4. Adjunct faculty: adjuncts will continue to teach, with face-to-face classes moving online. Adjunct faculty will continue to be paid in the usual manner. The adjunct payroll originally scheduled for pay period ending March 31st (15-week classes) has been moved up to pay period ending March 17th. An adjunct who becomes ill and cannot teach their class must inform their department chair / program director.
5. Graduate Assistants: GA's are paid via tuition benefits and stipend. GA's who can telework should do so. GA's who cannot telework will continue to receive their stipend. No special recording of time is required.
6. Contingent I employees: employees in positions able to telework are expected to do so. Employees should record hours worked in the usual manner. C1 employees who have sick leave may use their sick leave hours to continue in paid status during this period of time even if they are not sick. This is a temporary change to the sick leave policy. If an employee does not have paid leave available or has exhausted all of their paid leave, the University is committed to keeping employees whole. Supervisors may record work time on the timesheet for the regularly scheduled hours of a C1 employee. We ask that the supervisor add a comment on the timesheet indicating which hours were given as an accommodation during this time.
7. College Work Study (CWS): student employees who are able to telework should do so. If a CWS teleworks, the timesheet should reflect actual hours worked. CWS who have sick leave available on their timesheet may use their sick leave hours to continue in paid status even if they are not sick. This is a temporary change to the sick leave policy. If an employee does not have paid leave available or has exhausted all of their paid leave, the University is committed to keeping employees whole. Supervisors may record work time on the timesheet for the regularly scheduled hours of a CWS employee. Supervisors must ensure that the hours worked do not exceed the award amount. This is a temporary change to Department of Ed restrictions on paying CWS for time not worked. We ask that the supervisor add a comment on the timesheet indicating which hours were given as an accommodation during this time.
8. Student Assistants: student employees who are able to telework should do so. If a student employee teleworks, the timesheet should reflect actual hours worked. Student Assistants who have sick leave available on their timesheet may use their sick leave hours to continue in paid status even if they are not sick. This is a temporary change to the sick leave policy. If an employee does not have paid leave available or has exhausted all of their paid leave, the University is committed to keeping employees whole. Supervisors may record work time on the timesheet for the regularly scheduled hours of a student assistant. We ask that the supervisor add a comment on the timesheet indicating which hours were given as an accommodation during this time.

10. Do timesheets still need to be completed?

Yes, timesheets will still need to be completed and approved. Employees that are working remotely will need to complete their timesheets with the usual supervisor approval. The

timesheets of employees that are not working at all will need to be completed by their supervisors.

In order for payroll to be processed remotely, the timesheets deadlines will be advanced one day, i.e., timesheets usually due on Wednesdays are now due on Tuesdays.