

Updated Guidance for Employees on Workplace Assignments, Telework and Absences related to COVID 19

May 18 Premium Pay Update

At the beginning of the COVID pandemic, UB transitioned to fully online education and a predominantly remote work environment. In accordance with guidance provided by the University System of Maryland (USM), UB temporarily granted premium pay to non-exempt employees who were deemed “essential on campus for pandemic circumstance” and were required to report to work on campus, beginning March 23, 2020.

As the semester continued, the University remained open and implemented the recommendations of the State of Maryland and the CDC regarding social distancing, use of face masks, and cleaning protocols to provide a safe work place for those employees required to work on campus.

USM has rescinded the prior guidance, ending premium pay at the end of the spring semester. The last day of premium pay at UB will be May 26, 2020. As the University remains open, some employees may be required to report to work on campus for safety, cleaning, and critical business operations.

May 11, 2020 Telework Update

The summer semester will be fully online. The current telework restrictions and limited campus access will continue through early August. Additional guidance will be issued as the state, city, and USM move through recovery and re-opening plans.

We will continue to schedule campus access days for critical business operations and for employees to retrieve items necessary to support continued remote work and online education.

New contracts may only be issued for employees who can work remotely. This includes student and contingent I contracts.

May 5, 2020 Student Employment Update:

Work Study:

As previously stated, UB is committed to paying students on a FCWS contract through the end of the Spring 2020 semester, which is May 17. The Office of Financial Aid wants to convert all available/unspent FCWS funds into Federal Supplemental Educational Opportunity Grants

(SEOG) for Summer 2020 semester. SEOG funds are available to pay tuition and fees for undergraduates taking 6 credits or more over the entire summer semester. To ensure we maximize the FCWS funds and achieve 100% spend, some action may be needed by the employee supervisor.

If your FCWS student is able to work remotely, the student should continue to report work hours until the contract end date or the student's FCWS allotment is exhausted.

If your FCWS student is able to work remotely but there is not work equal to the contract's standard hours, the student should only report actual hours worked. If you believe the student will not spend his/her FCWS allotment, please contact Tom Healy with the student's ID and estimated amount of unspent funds.

If your FCWS student is not able to work remotely and has a contract end date after May 17, 2020, please terminate the contract, inform the student s/he should not report time after May 17. Also, submit a T-311 change form to OHR and contact Tom Healy with the student's ID and estimated amount of unspent funds.

Student Assistants:

The University committed to paying student assistants through the end of the spring semester. The semester ends May 17th. Student assistants who are enrolled in Summer or Fall 2020 may continue working after May 17th if they can complete their work remotely and the department has funding for the position. If the student cannot perform work remotely, a 311-T should be submitted to end the contract and a new contract should not be issued.