

Temporary Contract Guidelines During COVID-19 (Only for Spring 2020 Semester and Summer Adjuncts)

UB has implemented the following temporary guidelines for contract administration during the COVID pandemic. This guidance is in place for the remainder of the spring semester and summer teaching contracts.

Renewals:

- Renewal adjuncts continue to process through DocuSign.
- OHR will temporarily accept electronic signatures on contracts. If for some reason you are not able to obtain a signature, OHR will accept an emailed authorization (attached to the contract) with originals to follow once the pandemic is over.
- Email completed contracts with required signatures to Brittany McLean at bmclean@ubalt.edu and Diana Eglitis at deglitis@ubalt.edu
- The Executive Emergency Committee has agreed to allow departments to move students from CWS to student assistants if they have exhausted their CWS award and they have a position / budget available for the student assistant position for Spring Semester only.
- All contracts must be provided to OHR two weeks before the start date or earlier if possible.

New Hires:

- During this time, new hires contacts are not expected. However, we do realize special circumstances may require a new hire to begin employment at UB.
- For C2 and CI positions, we recommend that hiring managers use a web-based meeting application such as ZOOM or Skype to complete interviews.
- Contract start dates will be determined in partnership with OHR on the following considerations:
 - Is the selected candidate a new hire or an existing employee at UB?
 - Can the work be done remotely?
 - Can the candidate obtain equipment, resources and tools needed for the position while the campus is temporarily closed?
 - Can the department effectively onboard a new employee remotely?
 - Is the position critical to start to support distance learning or critical business operations?
 - Requests to start employees during this period will require divisional approval
- OHR will temporarily accept electronic signatures on contracts. If for some reason you are not able to obtain a signature, OHR will accept an emailed authorization (attached to the contract) with originals to follow once the pandemic is over.

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- Due to the precautions associated with COVID-19, the Department of Homeland Security (DHS) will allow some discretion on how I-9 support documentation is reviewed by an employer. OHR will review the employee's identity and employment authorization documents remotely by video link, fax or email. Once normal operations resume, all new hires who onboarded using remote verification, must report to OHR within three business days for in-person verification of identity and employment documentation for I-9 form.
- Central Payroll Bureau (CPB) has temporarily changed their form submission requirements for W-4 / MW507 / Direct Deposit due to COVID-19. Completed new hire forms must be sent via encrypted email to bmclean@ubalt.edu. Contact [OTS](#) if you need help encrypting emails.

The UB [Employment Contracts](#) page continues to provide forms and hiring checklists for each contract type.

Need Help?

Contract questions, contact Brittany McLean at bmclean@ubalt.edu

Compensation questions, contact Erin Gleeson at egleeson@ubalt.edu

Position management questions contact Teresa Callison at tcallison@ubalt.edu