



COVID-19 Employees INFORMATION
FROM THE OFFICE OF HUMAN RESOURCES

March 17, 2020

As the Coronavirus (COVID-19) changes rapidly, our top priority remains the health, safety, and well-being our community, on and off campus. It is also our priority to continue the operation of the University with appropriate measures to protect the health of our staff.

As previously announced, the operation of the campus will continue in a limited virtual capacity effective March 18th through April 3rd. The University is not closed therefore staff employees will work remotely/virtually from their homes, if possible. The expectation is that employees will work their regular scheduled hours. It will be the responsibility of all managers and supervisors to provide a work plan for employees that is measurable and accountable. If the position is not conducive for remote/virtual work, which includes access to a phone, computer, and e-mail, employees will have to utilize vacation leave or determine other ways to work.

As we prepare to transition to a remote/virtual environment please adhere to the following:

- While working remotely forward office phones to the employee's home or cell phone. Another option is to check office voice mail at least 3-4 times a day. Remember to respond to all messages by the end of the business day.
- Ensure that your "voice mail message" and "out of office email" message reflects that you are working remotely and will respond by end of the business day. For your email "out of office" message be sure to check "**external email**" only otherwise your inbox will be full of external and internal automatic messages if you check both.
- Human Resources will provide an electronic time sheet for employees via email by Monday, March 23rd. Upon completion employees will forward the timesheet to their supervisor/manager for approval. If the supervisor/manger approves the time sheet (no signature at this time) it will be forwarded to Humanresources@st-aug.edu.
- As indicated the University is not closed. We are working remotely/virtually and if employees desire time off for personal reasons that is considered vacation leave. Employees should discuss work schedules with supervisors/managers so that a distinction can be made between working remotely and vacation time.

- Sick leave can be utilized during this time if applicable, but documentation may be requested from your physician.
- If you are quarantined by a public health official for the COVID -19 you will receive paid administrative leave until the specified period of time ends or the employee becomes ill with the communicable disease, whichever comes first. Written verification from a public health official is required to confirm this status as soon as practicable. Once an employee becomes ill, then the employee can use available sick or vacation. If an employee does not have enough sick leave, SAU may work with the employee to advance leave or make arrangements for the employee to make up the time if the University determines that the work situation will allow it.
- March 30th payroll checks will be processed as scheduled. If you do not have direct deposit payroll checks will be mailed to the address that is on file with Human Resources. You will not be able to come to campus to pick up checks.

The information and best practices concerning COVID-19 continues to evolve. As more information becomes available SAU will adjust as necessary. If you have any questions, feel free to contact human resources at HumanResources@st-aug.edu.

Sincerely,

Norma Petway Smith

Interim Director of Human Resources