

ALTERNATE WORK PLAN – TELEWORK

TELEWORK

Beginning April 27, employees will begin a telework plan in accordance with department or division guidelines. Buildings will continue to remain closed to the public until further notice.

Some employees may be required to work on-site due to the nature of their work. In those cases, please follow the Centers for Disease Control and Prevention (CDC) guidelines (www.cdc.gov) for safe work practices including, but not limited to:

- Stay home when sick;
- Wash hands often;
- Practice social distancing;
- Take temperature before reporting for work; and,
- Strongly consider using a cloth face cover when in public.

HOW DO I RECORD TIME?

Employees will record all time worked as REG and supplement with accrued leave time as needed.

Employees will no longer bank EMRG or report EMRG for time away from work unless they are utilizing accrued EMRG. Please see your Payroll Coordinator for balance information.

Employees who feel uncomfortable coming to the workplace may, with approval, use any available personal leave. Employees who do not have personal leave available may borrow from anticipated future sick leave accruals by reporting the time as PAT (Paid Away Time).

PLEASE CONTACT YOUR PAYROLL COORDINATOR WITH QUESTIONS REGARDING REPORTING TIME.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

All of the benefits contained in the FFCRA still apply, to include:

- Emergency Sick Leave
- Expanded Family and Medical Leave

Please see your Payroll Coordinator for forms and the Benefits Section of Human Resources for assistance.

COMMUNICATION

As this situation is extremely fluid, please watch for additional communication from your division as well as updates to CDC guidelines.