Return to Campus Planning

Human Resources

Our Services – Your Future
Today’s Discussion

- Return to Workplace Reminders
- COVID Leave Entitlements
- Tour of HR Updated Web Sites
  - COVID, Onboarding, Faculty Info, & More!
- Common Scenarios When Workers Return to Campus
- Q&A
August 6th
Message From the President

✓ We must meet the needs of our students
✓ Every department is unique and has critical role that supports student success
✓ Ability to work remotely varies & depends on work
✓ For some units, many workers can continue remotely and for others more on campus workers may be needed
✓ Performance expectations remain the same regardless of location
Return to the Workplace

Evaluate Services and identify workers needed on campus and workers who will continue working remotely

No target percentages

Revised Phases

Manager Template on HR Website
Return to the Workplace

Phase 1 (June 8)
Up to 25 percent of employees should return to work on campus

Phase 2 (estimated August 17)
Campus departments are asked to assess their area and ensure enough staffing on campus to provide services to customers

Phase 3
All remaining employees should return to on campus work, except for those with an approved Alternate Work Location
Return to the Workplace

Provide consideration to employees:

- In one of the **CDC defined high risk categories**
- Caring for children or family members
- Employees who can more effectively continue working remotely
Expectations – *All Employees*

Complete TWO courses in TrainTraq
- **2114130** – Safe Practices for Returning
- **2114131** – Protocol and Certification for System Employees

Complete daily assessment & stay home if ill

Comply with policies, protocols and guidance in the Return to Workplace Plan

Wear a mask or face covering
Return to Workplace

REMOTE WORK
NEW AWL NOT REQUIRED FOR FALL

TEAMS,
ALTERNATING DAYS, FLEX SCHEDULES

STAGGERED REPORTING/DEPARTING
Mental Wellness

Mental and Emotional Wellbeing is important!

Worklife/Life Balance

Provider Info
1-800-851-1714

www.compsych.com

Web ID: TAMUS

HR Coronavirus Benefits website
Jennifer Escamilla

BENEFITS SPECIALIST III
COVID Leave Entitlements

Emergency Paid Sick Leave (EPSL)

Expanded Family Medical Leave (EFMLA)

Available through December 2020

Unable to Work Due to COVID Reason
COVID Leave Entitlements

Available for ALL Employees

- Faculty, Adjuncts, Staff, Temp/Casual, Graduate Assistants, All Student Employees

Can be Used Intermittently
EPSL
Emergency Paid Sick Leave

80 Hours (2 weeks) Paid Leave

Pro-rated for Part-Time
- Based on 2-week average of hours worked

Can be Used Intermittently
EPSL 6 Qualifying Reasons

1. Employee Subject to State or Local Quarantine or Isolation – Not a Current Option

2. Employee Advised by Health Care Provider to Self-Quarantine – Medical Document Reqd.

3. Employee Experiencing Symptoms and Seeking Diagnosis
EPSL 6 Qualifying Reasons

4. Caring for Someone in Quarantine or Self-Isolation – Family, Roommate, Other

5. Employee Caring for their Child due to Closed School or Unavailable Provider

6. Other Condition Specified by Government Officials – Not a Current Option
EFMLA: Emergency Family Medical Leave Expansion Act

Single Qualifying Reason

Employee is unable to work (or telework) due to bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19
Process to Request COVID Leave

Submit Required COVID Leave Request Forms

https://hr.tamu.edu/coronavirus/time_off_faq.html

- Send to Benefits@tamucc.edu
- Submit Workday Time Off Request
- Manager Approval Not Required on Form – Obtained in Workday
Scenario

Are employees required to disclose whether they feel ill to management?

Yes.
Employees experiencing symptoms that could potentially be associated with COVID-19 are directed to disclose. Employees who feel ill at the workplace should go home immediately.
Scenario

An employee objects returning to the worksite stating they are 65 years of age or older, or they have a valid health condition or a serious illness/injury that places them at greater risk of serious illness if they contract COVID-19.
• **Telework**: Manager and employee should discuss if employee can work any hours remotely and if yes, allow telework.

• **Flex Days/Time**: Adjust the schedule for the hours or days they will work (e.g., Saturday and/or Sunday in place of weekdays).

• **Physician Consultation**: Employees are urged to consult their physician about steps they can take to protect their health. It is important that the employee speak with their manager to identify possible options.

• **Options**: Temporary change in job location or implementation of additional protective measures to reduce exposure to others or chances of being infected.

An employee who requires a reasonable accommodation should reach out to Employee Development and Compliance Services.
Scenario

An employee objects returning to the worksite stating that they are uncomfortable returning to work due to personal concerns associated with COVID-19.
The department should make every effort to allow the employee to continue to work remotely.

Assuming remote work is no longer available or feasible, utilize the normal time off process to request time off (vacation or personal) in Workday, subject to manager approval. When accrued vacation or personal time is exhausted, the employee will be unpaid.

Otherwise, the employee may be at risk of disciplinary action and/or termination.
Scenario

An employee is notified to return to the worksite but they report that they are unable to do so because of child care issues (schools and/or day care is closed) resulting from COVID-19 related reasons.
The department should attempt to work with the employee to adopt a remote work schedule that satisfies the employee’s childcare issues. If the employee is still unable to satisfy their work requirement, the employee maybe entitled to leave under the FFCRA.
Scenario

Employee cannot work remotely and provides a health provider certification stating that a member of employee’s household is particularly vulnerable to COVID-19. Or, the employee has the responsibility for the oversight and well-being of other family members such as elderly parents.
• **Telework:** Manager and employee should discuss if employee can work any hours remotely and if yes, allow telework.

• **Flex Days/Time:** If telework is not feasible, staff should consult with their supervisor to consider either adjusting their schedules for the days they will work (e.g., Saturday and/or Sunday in place of weekdays) or come up with an alternate schedule of hours that will better fit the staff member’s current needs.

• **Paid Time Off:** Assuming remote work is no longer available or feasible, utilize the normal time off process to request time off (vacation or personal) in Workday, subject to manager approval. When accrued vacation or personal time is exhausted, the employee will be unpaid. Otherwise, the employee may be at risk of disciplinary action and/or termination.
Scenario

Staff member is caring for a spouse, child, or other family member who is ill with COVID-19 or was exposed to COVID-19 and is in quarantine.
• **Telework:** Manager and employee should discuss if employee can work any hours remotely and if yes, allow telework.

• **Flex Days/Time:** If telework is not feasible, staff should consult with their supervisor on the potential to either adjust the schedule for the days they will work (e.g., Saturday and/or Sunday in place of weekdays) or come up with an alternate schedule of hours that will better fit the staff member’s current needs.

• **Emergency Leave & FMLA:** If none of the above-mentioned options are possible, the employee should notify their department head/HR Representative of their situation. Employees may be eligible for FFCRA and FMLA.
Scenario

Employee has one or more cold-like symptoms but have not been tested for COVID-19. Is the employee allowed to work on-site?

No
If feasible and the employee is well enough, the employee may work from home while self-isolating. The employee can return to work 24 hours after a fever is gone and symptoms, including cough, resolve without the use of medication.
Scenario

Employee does not have any symptoms but someone s/he recently spent time with (at work, home, etc.) is now exhibiting symptoms of, or is being tested for, COVID-19. Can the employee come to work?
Maybe

Employee may call their immediate supervisor. If the employee is told to self-quarantine from a medical provider, then the university will rely upon guidance from local, state, and federal health authorities to determine when it would be appropriate for the employee to return to work on campus. If the close contact has a lab confirmed case, they should self isolate for 14 days.
Scenario

Employee spends time with someone who was recently in contact with another person who is exhibiting symptoms. The employee nor the contact are exhibiting symptoms. Can the employee come to work?

Yes

However, the employee should conduct daily self-assessment, engage in social distancing, carefully monitor their health, and self-isolate if symptoms develop. If the close contact has a lab confirmed case, they should self-isolate for 14 days.
Scenario

As a supervisor/manager, do I have to approve leave for all staff?

No.
Supervisors and managers are tasked with assessing whether certain employees or functions are necessary to continue critical university operations and the number of individuals needed to continue these operations. This may mean that certain individuals are directed to come to work.
Scenario

My employee can work remotely but would be more productive working on campus. Can I direct them to work on campus?

Yes.
Scenario

My employees are showing signs of anxiety about possible exposure, what should I do?

If employees are experiencing extreme anxiety impacting productivity, supervisors should provide flexible work options, such as teleworking. Employees who are concerned may also contact the Employee Assistance Program. The Employee Assistance Program is a free and confidential service for employees and their dependents.
Scenario

Employees do not feel safe at work from COVID-19, what should I do?

Employees who, in general, are worried about contracting COVID-19 are encouraged to wash their hands frequently, avoid touching their faces, wear face covering, and maintain social distance. Employees who are concerned may also contact the Employee Assistance Program.
Scenario

What options are available to return employees to on campus work when space is limited, and social distancing is not possible?
When thinking through the workspace, consider creative options to ensure social distancing including alternative workspaces, work hours, work schedules that include alternate workdays and allowing individuals who can continue to telework to do so.

Stagger work start times, breaks, lunches and end times to improve the ability to social distance in the workplace.

Remember, also consider a hybrid work arrangement of on-campus and telework for employees.

Continue to monitor this closely as more employees begin to return to on campus work.