Human Resources Pay Related Processes & Solutions during COVID-19 Emergency

In the event of: **Face-to-face classes move to online delivery. All campuses remain open and business continues as usual for faculty and staff.**

1) Employees who have underlying medical conditions (or family member(s) with same) elevating their risk for serious consequences if contracting the COVID-19 virus may make arrangements with their supervisor to work remotely from home, if possible.

In the event of: **Employees (fulltime and part time) are instructed to <u>work remotely</u> (from home) <u>for the communicated emergency situation time-period only</u>:**

1) If an employee can work remotely, nothing changes about the job other than they are performing duties from home or another designated location.

2) If employee does not have needed technology to work from home:
   a. Deployment of college-owned equipment/resources will be prioritized by the Leadership Team due to limited resources. Requests will be considered based on work to be performed.
   b. Employees who are not provided with college-owned technology and there is no other work that can be done from home may be asked to report to a specific campus to work, following social distance recommendations.

3) If an employee occupies a position at the college where there is no work that can be performed from home:
   a. The employee may be asked to report to work on a specific campus, following social distance recommendations.

4) Certain mission essential employees may be required to maintain a presence on campus, practicing social distance recommendations.

5) For Federal Work Study employees:
   For students enrolled and performing FWS duties at a campus that is closed or requiring employees to work remotely and there is no work that can be performed from home, the college will continue paying the student Federal work-study wages during that closure or inability to work.

6) If an employee is unable to work due to illness and has available PTO or an Individual Employee Extended Benefit Bank (EEBB) balance: *(Employees with an EEBB balance are those employed prior to July 2012 when the college first adopted PTO and had sick hours placed in a bank for their future use.)*
   a. Employee is to record PTO or EEBB hours on the timesheet for time missed from work.
   b. The current policy requiring employees to use 40 hours of PTO prior to using any EEBB hours will be waived. For this emergency situation, EEBB hours may be used at any time during an absence due to illness. If using EEBB hours, the employee is to send an email to Payroll and HR notifying of use.
   c. Because medical facilities may be overwhelmed, physician's notes will NOT be required for absence from work due to illness or to return to work.

7) If an employee is unable to work due to illness, <u>and has **no** PTO</u> available:

   a. For this emergency situation, fulltime employees will be allowed to go into a negative PTO balance up to 80 hours or they may choose not to be paid for their absence.

- If PTO usage causes a negative balance, a comment of "COVID-19" is to be added to the employee timesheet.
- If the employee chooses to not be paid for their absence, the timecard is completed by recording "unpaid hours"
- Negative PTO balances will be reduced with each bi-weekly accrual through payroll.

b. If the employee **is a member** of the WSU Tech PTO Extended Benefit Bank, (policy #2-60) the employee may request hours from the bank for the term of illness up to a maximum of 6 weeks. Current policy applies and no changes are being made. The employee must meet all the requirements of the program to apply (a very serious health condition, eligible for FMLA, obtain a doctor's certification of serious health condition, and apply for consideration by the EB Bank committee). Link to policy: https://watc.sharepoint.com/AllShared/Policy%20and%20Procedures/Forms/AllItems.aspx?viewid=384 07472%2D3c4d%2D4f91%2D8a3a%2Df2d841edf484&id=%2FAllShared%2FPolicy%20and%20Procedures %2FChapter%20%202%20%2D%20Personnel%20Policies

c. If the employee **is not** a member of the WSU Tech PTO Extended Benefit Bank the employee may request use of donated hours from the NEW Covid-19 Emergency Fund (see information below). If enough hours are available in the fund, the employee can request up to 80 hours.

Even during an emergency situation, there is no change to bi-weekly timesheet submission and approval deadlines.

NEW COVID-19 EMERGENCY FUND

To assist employees who have exhausted their PTO hours but continue to be affected by the COVID-19 virus, we will be accepting donations of accrued PTO hours to a fund (COVID 19 Emergency Fund) for their use.

Because donated PTO hours will not be returned to donors, Human Resources will only request the number of hours needed to cover requests. If more hours are needed, additional donation requests will be made.

How to Request Use of the COVID-19 Fund:
Fulltime employees who have exhausted all available PTO (including going into a negative PTO balance of 80 hours) but continue to be ill or are required to care for an immediate family member, may request up to 80 hours from the new COVID-19 Emergency Fund.

Written requests to use the COVID-19 Emergency Fund are to be submitted to Judy Mount, Executive Director of Human Resources by email as soon as the employee knows they do not have enough PTO to cover their missed work hours. (jmount1@wsutech.edu)
- Specific instructions will be sent by email to employees who have been approved to use the Emergency Fund on how to record hours on the timesheet.
- Notification will be sent to the supervisor for approval of the timecard.
- Payroll will be notified of the approval to use the Fund.