

Staff Update 6.2.20

It has been a couple of weeks since our last update for staff employees and I thought it would be worthwhile to touch base on a few items. On May 20, 2020, the Ohio Department of Health issued orders which rescinded and/or modified portions of the earlier stay at home order and issued the “Ohioans Protecting Ohioans” health advisory. The health order replaced language requiring Ohioans to stay at home with limited exceptions with language that strongly recommends that citizens, especially those who are high-risk, stay at home as much as possible. The new health advisory also lifted overall travel restrictions and the requirement to quarantine if someone travels to or returns to Ohio. This advisory had little direct impact on our work environment as the [Responsible Restart Ohio protocols](#) did not change.

Due to the regulatory nature of the circumstances it is not clear whether we will return to 100% normal staffing operations (100% on campus) over the next 6-8 weeks. That said, the University is planning to be fully operational for the fall semester. We are hopeful that as the summer progresses workplace restrictions will be eased and lifted.

So what does this mean for you?

- Most staff employees are engaged on a full-time basis (on-campus, remote, and blended) and should simply keep doing what they have been doing and maintain their current work arrangement. If you have been working remotely or in a blended work arrangement – continue to do so. If you have been working as essential personnel on campus – continue to do so.
- Supervisors and employees should discuss the potential return to work on-campus in those limited circumstances where an employee has not been able to work remotely or in a blended arrangement – provided that the employee’s return to work on campus does not compromise social distancing requirements in the office environment (minimum of 6 feet).
- Supervisors should continue to evaluate which positions are essential on campus and continue to implement measures such as flexible scheduling, remote scheduling, shift scheduling, team scheduling, remote work arrangements, etc., in order to maximize the engagement of underutilized employees while at the same time maintaining social distancing and other workplace safety standards.
- Supervisors should begin to contemplate what a phased return of staff would look like. Start thinking about who needs to come back and when (bringing small groups of employees back in phases – spaced out every couple of weeks over a period of a couple of months).
- Since the onset of COVID-19, the University has encouraged and allowed at-risk employees, and those living in the same household as at-risk individuals to not report to work on campus and to work remotely to the extent possible. We have also encouraged and allowed employees who were providing childcare due to school closures to not return to work. In all instances, employees have continued to be paid their regular rate – regardless of whether they were able to work a full schedule or not. While the University wishes to continue to provide necessary

accommodations, as we begin the process of re-opening campus, we need to adjust accordingly:

- For accommodation consideration, employees who are unable to return to work on campus due to being at higher risk for serious complications from COVID-19, or who are living with someone at higher risk, must complete and submit the attached accommodation request form to Human Resources by June 12, 2020.
- Since school is ending, the general waiver for employees who are off for the purposes of providing childcare during the school closure is ending as well. These employees should make themselves available for their regular number of hours (on campus, remote, or blended) as soon as their child's school year ends – but not later than June 12th.
- There has been some confusion regarding payroll reporting. Back in March, staff employees were instructed to report regular hours regardless of whether they were able to complete their full schedule. While this served our needs over the last couple of months there has been confusion regarding time reporting. To this end we are adding a payroll time selection called "COVID-Paid Time Off". When reporting your hours for payroll purposes:
 - Hours worked should reflect actual hours worked. Note: Employees engaged in the Work Matching program should report those hours in this category – as hours worked.
 - Vacation time should be recorded as vacation time
 - Sick time should be recorded as sick time
 - Report "COVID-19 Paid Time Off" for any portion of your regularly scheduled hours that you are unable to work (on campus, remote, and/or blended) due to:
 - Lack of availability of work resulting from the current governmental protocols and restrictions.
 - Employees in these circumstances are encouraged to sign up to participate in the FUS Work Share program – perhaps there is an opportunity to contribute your gifts outside of your area.
 - Being at risk or living in the same household as an at-risk individual.
 - Caring for child(ren) because of a school closure.
 - As the restrictions are lifted and the University returns to normal operations, this benefit will be reviewed on an ongoing basis.
- Please continue to observe the University's [workplace protocols](#).

Please let me know if you have any questions or concerns.

Peace and blessings,
Brenan

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