

Guidance for System Office Staff

Current Staffing and Remote Work

Per the Chancellor's memo dated March 18, 2020, we are strongly encouraged to implement remote work arrangements for **all employees** when possible and to do so until **May 1**. If the situation changes before May 1, a notice to rescind or revise limited staff levels will be provided. Please note remote work may involve work that is outside the employee's primary responsibilities. Based on this strong guidance to work remotely, managers are empowered to modify employee expectations, and find tasks employees are capable of completing remotely.

The primary purpose of having remote work location arrangements is to avoid public gatherings (10 individuals or more) and in all scenarios possible, exercise social distancing (6 feet or more). These actions are necessary to slow the spread of the COVID-19, reduce the burden on the healthcare system and provide researchers more time to learn about this virus and create strategies to combat and defeat it. We want to reiterate that it is in our community's best interest for you to heed this advice, stay home and refrain from activities that would neglect the guidance by national, state and local leadership.

Emergency Leave

If remote work is not possible for employees otherwise able to work but are not able to report to their normal work location, emergency leave is then recommended in accordance with System Regulation [31.03.03](#), section 2.5.2. Per the Chancellor's memo, this may include employees who are unable to report to their normal work location because of the need to care for dependent children where schools have cancelled classes. Please note, emergency leave is used for those who cannot work remotely. Emergency leave requests are approved by the employee's manager. Emergency leave requests in Workday should be entered as "Other Emergencies" with a comment indicating leave due to "COVID-19". Nothing further is needed in the comment section.

Recruiting, New Employees and Onboarding:

Unless otherwise directed, recruiting, new employee processing, and onboarding activities will continue for full-time benefit eligible staff as needed. Human Resources will continue with uninterrupted service. However, departments are encouraged to review staffing needs and determine if filling positions is critical to business operations while skeleton crew and remote work arrangements are being implemented for the foreseeable future. Portions of the employment process and onboarding activities generally necessitate face-to-face meetings. Please contact human resources to discuss ways to limit face-to-face meetings and still accomplish your employment needs.

If you have any questions regarding the above, please contact Adam Davidson at (979) 458-6174.