

RETURNING TO WORK FOR FACULTY AND STAFF

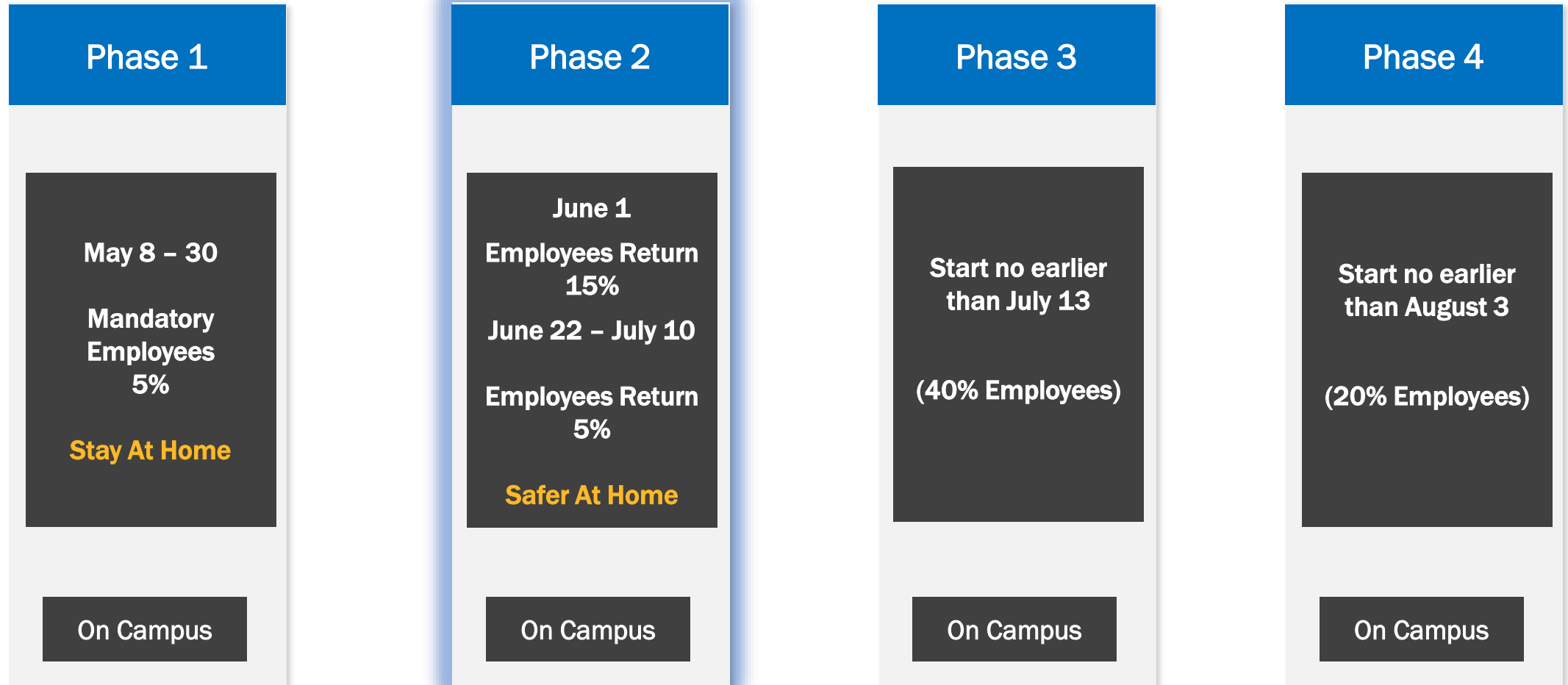


Erickia Elbert
Interim Vice Chancellor, Human Resources
Presented to Board of Trustees
06/18/20

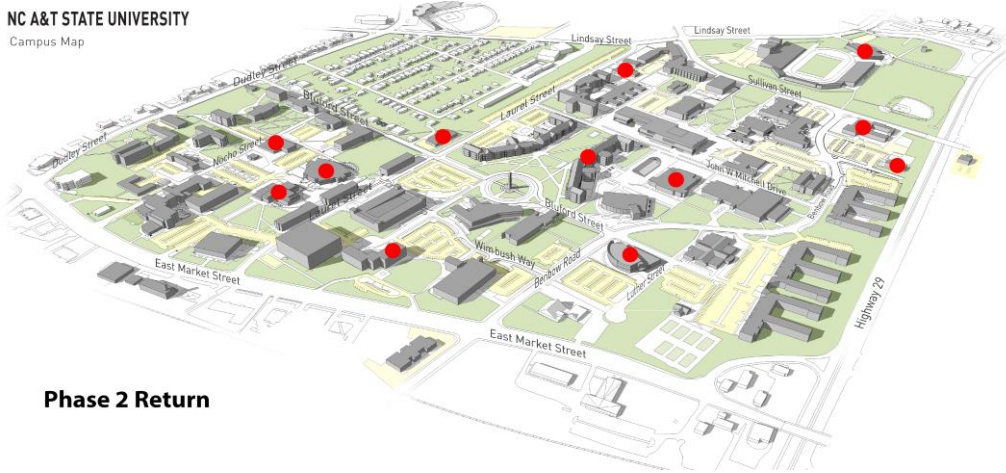
STRATEGIC PLAN TO RETURN BACK TO CAMPUS

- Established Phased Return To On-Site Operations
- Established Standards For Returning To Work
- Established Human Resource Policies
- Communication Tools

TARGET DATES



Building Open on Campus



Phase 2 Return

Phase 2

**June 1
Employees Return
15%**

**June 22-July 10
Employees Return
5%**

On Campus

Phase 2 Groups on Campus – June 22- July 10

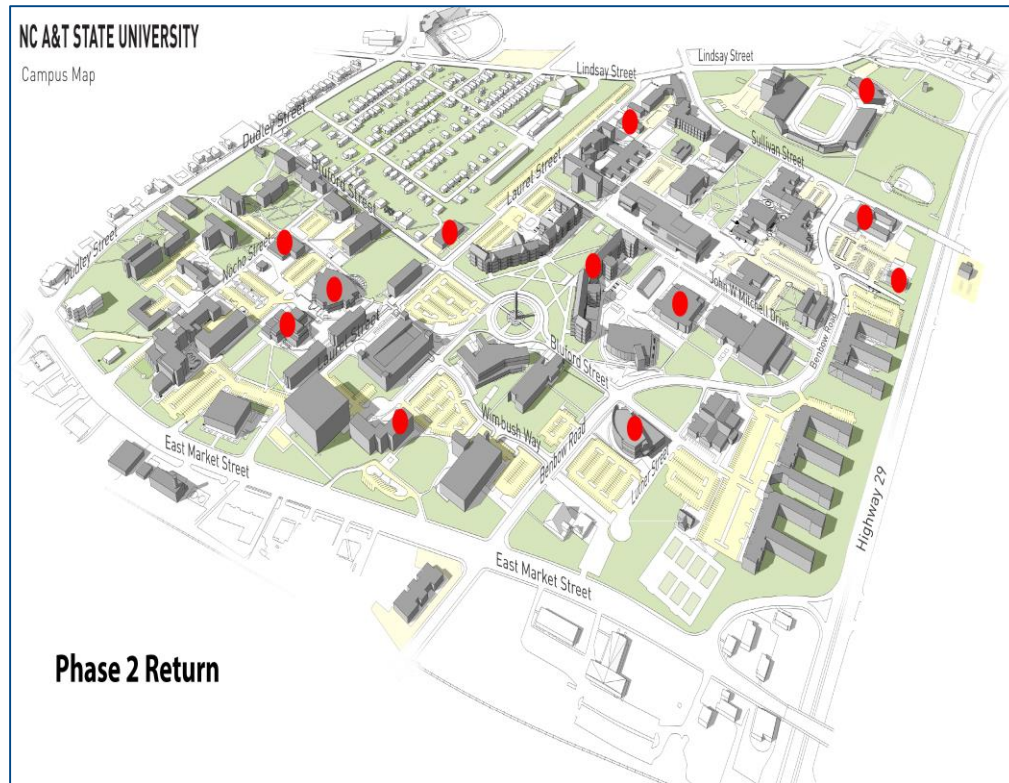
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|------------------------|-------------------------------|
| Chancellor Martin | Enrollment Mgt. |
| Provost McEwen | EHRA Salary |
| Chief of Staff | SACCCOC |
| VC Business & Finance | OSPIE |
| VC Student Affairs | Registrar |
| VC DORED | H&RL Leadership |
| General Counsel | Health Services |
| VC HR | Building Operations (DORED) |
| Director of Athletics | Business Manager (DORED) |
| VC Advancement | Senior Leadership (HR) |
| Mail Center | Senior Leadership (Athletics) |
| CE Senior Leadership | Senior Leadership (Adv.) |
| Payroll | Advancement Operations |
| Accounting | IT |
| Treasurer's Office | |
| Senior Leadership (AA) | |

Phase 2 Groups on Campus – June 1

- Facilities Operations
- Maintenance
- Grounds
- UPD
- Health Center
- Housekeeping
- IT

CLEANING CAMPUS BUILDING

WHAT'S HAPPENING ON CAMPUS



- Facilities preparing campus while continuing to enforce strict protective measures to limit exposure of returning employees and reduce potential for community transmission.
- Telework will continue to be the primary work arrangement for faculty and staff.
- Common areas where individuals are likely to congregate and interact remain closed.
- Classes continue in online, remote, and distance-learning environments.

STANDARDS FOR RETURNING BACK TO WORK

- Message To Campus:
 - > We Are In This Together
 - > Compassion, Empathy and Flexibility
- Employees Safety and Campus Readiness
- COVID-19 Faculty and Staff Work and Leave Provisions
 - > Families First Coronavirus Response Act (FFCRA) Leave
 - > High Risk and Care Guidance
- Mental And Emotional Well-being

STANDARDS TO RETURNING BACK TO WORK

- Manager and Employee Communication
- Employees Safety Training
- Departmental Back To Work Plan
- Work Schedule Adjustments
- Daily Meetings with Human Resources
- Weekly Question and Answer Training Sessions

STANDARDS TO RETURNING BACK TO WORK

Safety Actions Before Returning To Campus

- Mandatory Guidelines To Returning Back To Campus
 - > EH&S Safety Training
 - PPE and Cleaning
 - Mask Covering
- Daily Self-Monitoring

HUMAN RESOURCE POLICY



HUMAN RESOURCE POLICIES

Employee Relations, EEO, and ADA Considerations

- Return Back To Work Policy
- Flexible Work Policy
- Americans with Disabilities Act (ADA)
- Family and Medical Leave Act
- Families First Coronavirus responses Act (FFCRA)
- Special Work-Leave Provisions
- EEO

COMMUNICATION TOOLS

- Human Resources COVID-19 Website
- Manager and Employee Communication
- Mental And Emotional Well-being
 - > EAP (ComPsych)
 - > NCAT Counseling Services
- HR Email For Concerns and Feedback
- Staff Senate/ HR Working Group
- FAQ's

QUESTIONS

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