

March 15, 2020

Colleagues,

We have been directed by the Chancellor's Office to have all of our employees who are 65 years and older or medically compromised (high risk for serious illness due to health conditions) to not report to work on campus effective immediately. They have been authorized to telecommute starting March 16.

Hopefully, for many such individuals, a telecommute working arrangement can be established allowing them to continue to contribute to our campus operations. If telecommuting is not feasible for staff, they will be placed on paid administrative leave at their current rate of pay and for their normal scheduled work hours. Further guidance will follow from Academic Affairs regarding faculty.

As further clarity emerges from the Governor's Office, and as the circumstances surrounding COVID-19 continue to change, the Chancellor's Office reserves the right to adjust this directive.

Human Resources or Faculty Affairs will be sending a direct message to those 65 years and older to advise them of this latest directive.

Thank you for your continued support and care for our employees.

Sincerely,

Marylou Mendoza-Miller, SPHR, SHRM-SCP
Associate Vice President for Human Resources