

March 18, 2020

Updated Guidelines for MPPs and Staff

Effective Thursday, March 19, 2020

- Beginning on Friday, March 20, classes will transition to virtual instruction.
 - As a result, approximately 24,000 students and most of our 1,500 faculty will be connecting remotely/virtually.

- Where possible, campus offices will transition to a **temporary** telecommute program to further reduce the risk of potential COVID-19 transmission.

- While many job responsibilities lend themselves to working from home, other work must be performed physically on campus. Therefore, **a limited number of employees** will remain on campus in order to provide essential services to our campus community. Additional clarification is provided below. Specifically:
 - Employees whose work must be performed on campus to support virtual instruction and essential campus operations (see below).
 - Those whose work is not conducive to being done remotely.
 - Some managers (MPPs) will remain on campus.

Essential Campus Functions

The following areas will have limited staff to support **essential functions** including virtual instruction and critical campus operations:

- Auxiliary Services (admin offices)
- Center for Faculty Excellence
- College/School Offices (e.g. academic advisors)
- Dining Services
- Environmental Health and Safety
- Facilities Management
- Faculty Affairs
- Farm Laboratory enterprises
- Financial Services (including student accounts)
- Human Resources & Payroll
- Library (limited services to support virtual instruction)
- Public Safety
- Student Health & Counseling Center

- Student Housing
- Student Services (i.e. Financial Aid, Student Cupboard, Services for Students with Disabilities, Admissions and Enrollment Management, Advisors)
- Technology Services
- University Communications

PLEASE BE ADVISED AS TO THE FOLLOWING GUIDANCE:

Staff

- Your manager/chair will work with you to determine if your role is needed on campus during this time to support critical operations as described above or if your job can be done remotely.
- After consulting with your manager, if some or all of your work moving forward will be performed off campus, please complete the [Temporary Telecommuting Agreement Form](#).
- Absences while telecommuting (i.e., doctor's appointments, sick days, vacation days) should be reported in PeopleSoft Absence Management as usual.
- If your position is not able to be performed remotely you will continue to report to work as usual.

Faculty

All virtual and online instruction continues. Contact Faculty Affairs with questions.

Managers

- Managers (MPPs) should be communicating the current situation with all direct reports. If you need guidance, please reach out to your division leadership or your HR Consultant.
- Managers are considered essential personnel and are responsible for continued oversight of their respective units and employees whether they are working remotely or on campus.
- If offices are open with limited staff, an MPP should be onsite to provide supervision.
- Managers should ensure the safety of those employees working in buildings with minimal staff.
- Cabinet members will remain on campus with minimal staffing to support their respective divisions.
- Resources and tips for managers who are leading teams who are working remotely will be forthcoming.

Student Assistants

- Unit 11 employees (TAs, GAs, and ISAs) should contact the Office of Faculty Affairs with questions.
- As was communicated on March 17, Student Assistants will not be required to work on campus effective March 20, but will be paid the hours they would have otherwise worked through April 5, 2020. Student Assistants are expected to enter their regularly scheduled hours from March 20 through April 5. This date is subject to reassessment based on circumstances as they develop.
- Essential offices may utilize Students Assistants if they are able and agree to work.

REMINDERS

Office Hours

For the time being, we will maintain normal campus operating hours of 8 a.m. – 5 p.m. whether you are telecommuting or reporting to campus.

Sick employees

As communicated previously, if you are sick with flu-like symptoms stay home until your symptoms resolve and contact your personal health care provider and/or the Fresno County Department of Health at 559.600.3332.

- Whether telecommuting or working on campus, for any absence due to illness, use sick time as you normally would.
- In the event you run out of sick time, you can request to use vacation time.
- If you need to stay home to care for a family member who is sick, you may use sick time through normal sick leave and Family Medical Leave (FML) procedures.

Paycheck pick up

Individuals who do not have direct deposit may pick up their paycheck at the Cashier designated payroll window in the lobby of the Joyal Administration Building on pay day.

Directive for employees 65+ and high risk medical conditions

Over the weekend, the Chancellor's Office directed everyone 65 and older, or individuals with serious chronic medical conditions to practice home-isolation until further notice. We encourage all employees who meet this criteria to follow this directive and stay home. If you are not a candidate for the temporary telecommute program, contact Human Resources regarding the

eligibility requirements to be placed on paid administrative leave at your current rate of pay for normally scheduled work hours.

RESOURCES AVAILABLE

FAQ for employment issues

We continue to seek direction from the Chancellor's Office as it relates to system wide policy, direction and bargaining agreements. Please visit [the FAQ](#) guidance for faculty and staff specific to employment related questions. Please note that due to our ever changing environment, these FAQs are subject to change and will be updated on a regular basis.

Technology Support

The **Center for Faculty Excellence (CFE) and Technology Services** are available to assist staff with the transition to the virtual environment. CFE is offering *Getting Up and Running with Zoom* workshops today. In addition, an instructional Designer will be available for any Zoom related questions on Friday, Monday and Tuesday (4-20, 4-23 & 24), from 8-6:30, at (559) 278-6892. These sessions are available online (via zoom) for questions on virtual instruction. Click [here](#) for times and a complete schedule of CFE offerings. Also, visit the Technology Services [Working Remotely Resource page](#).

Click [here](#) for a Getting Started with Zoom document which includes instructions and "how to" videos. Zoom can be used to provide virtual support to faculty, students, and staff and hold department meetings.

24/7 support available from Employee Assistance Program

Our on-site Employee Assistance counselor is available for telephone appointments until further notice. 24/7 phone and online support via [Empathia](#) continue as usual.

University Police

Our University Police are paramount to the safety of our community and will continue to patrol and serve the campus while observing strict social distancing.

These are extraordinary and challenging times. We will face them together. Know that we appreciate all that you are doing to navigate this situation and continue to serve our students and mission. Take care of yourselves and each other.

Sincerely,

Marylou Mendoza-Miller

Associate Vice President for Human Resources