The information presented in this workshop today is subject to change based on the evolving situation.

~

March 17, 2020

Please assure you are reviewing resources for frequent updates.

Visit the WSU COVID-19 website for the latest information.
Questions for today’s session will be taken through the ZOOM chat function

For questions not answered in today’s session

Medical leave and/or reasonable accommodation questions: hrs.disabilityservices@wsu.edu

Non-medically related leave and/or telework questions: hrs@wsu.edu

Other general questions related to WSU response to COVID-19 COVID-19.info@wsu.edu
Informational session to provide resources for employees and managers regarding leave and alternate work options available during the current emerging novel Coronavirus environment.
Medically Related Leave Options

Reasonable Accommodations

• Follow standard request and review process

• HRS Disability Services website
I think my employee has a medical condition that puts them at a higher risk.

Be mindful of privacy matters
Communicate available resources to all staff
Remember it is a personal choice to identify as higher risk

Federal [CDC website](https://www.cdc.gov)
Washington [DOH COVID-19 website](https://www.doh.wa.gov)
What should I do if I suspect a staff member is at risk for COVID-19?

Review DOH guidance for handling illness & suspected COVID-19 cases in the workplace

Facts not Fear

Federal [CDC](https://www.cdc.gov) website
Washington [DOH COVID-19](https://www.doh.wa.gov) website
I don’t have a medical condition, but I am concerned about workplace exposure to the Coronavirus. What are my leave options?
Civil Service

- Accrued annual leave
- Personal holiday (full day only)
- Accrued compensatory time
- Leave without pay

BPPM 60.57 Civil Service Employee Leave
LEAVE OPTIONS

Represented Classified employees

- Accrued annual leave
- Personal holiday (full day only)
- Accrued compensatory time
- Leave without pay

Refer to the appropriate Collective Bargaining Agreement on the HRS Labor Relations [website](#)
Administrative Professional

Accrued annual leave
Personal Holiday (full day only)
Accrued compensatory time
Leave without pay

BPPM 60.56 Faculty & Administrative Professional Leave
**Faculty**

Accrued annual leave*
Personal Holiday* (full day only)
Leave without pay

**BPPM 60.56 Faculty & Administrative Professional Leave**
**OPERATIONS:** Define Mission Critical or Essential Operations

Departments

Define functions, services, and resources essential to program and WSU

Items that must continue no matter what type of emergency is impacting WSU

_**WSU READY**_
Notify Staff

Who perform mission critical functions or essential operations they are part of essential operations due to their role.

Develop Plans

For communicating operational changes to staff and clients.
Communications Plan

Communicate
Consistent call out procedures.
Need to know contact information.

Maintain
Current department emergency contact list in addition to own myWSU Emergency Contact.
COMMUNICATE: Provide employees with ‘What to do in an emergency’ information.

Information regarding available resources.
Telework Agreement
Work arrangement that allows an employee to work from an alternative work site.

Temporary/Incidental
A formal telework agreement may not be required to work from an alternate location on an infrequent basis/brief period of time.

BPPM 60.34 Telework Agreements
or contact your HRS Service team member
What options do managers have if employees are unable to report to work, for non-illness reasons and cannot perform their normal duties remotely?
Learning and Development

Are there online courses your employees could take to

- Address a needed certification
- Help improve their job knowledge or skills
- Refresh a skill or training
- Encourage their growth and development as a team member
Learning and Development

Review **Skillsoft Online Learning system** WSU specific online courses include, but are not limited to:

<table>
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<tr>
<th>Customer Service</th>
<th>DSHP Prevention</th>
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<tr>
<td>Fiscal Management</td>
<td>Customer Service</td>
</tr>
<tr>
<td>Supervisory Training</td>
<td>Research Administration</td>
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<td>Faculty Recruitment Basics</td>
<td>Staff Recruitment Basics</td>
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<tr>
<td>Safety Courses</td>
<td>DES Procurement Training</td>
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As a manager, how do I put all of this in motion? How do I manage it?
Plan Early and Review Often

Organize projects and assignments
Communicate expectations
Identify contact plan
Stay in communication with team

Training through Skillsoft? Prepare with

WSU Online Learning System: Management
WSU Online Learning System: Overview
Turn off workplace lights and other non-essential office equipment if appropriate – check with your IT re: computer

Secure confidential information

Take items needed to work remotely with you, including office keys and CougarCard

Turn off heater/fan

Set voicemail

Set email “out of office”

Close office door

Check office for perishables/empty office trash

Other unique needs based on functional unit
Open Office:
Thank you for your email/call. [DEPT NAME] is open [DAY, DATE] – however, we will have limited staffing during this time. For urgent issues please contact NAME email [insert email address].

Closed Office:
Thank you for your email/call. [DEPT NAME] will be closed [DAY, DATE]. For urgent issues please contact NAME email [insert email address].
Q & A
Resources: FAQs and Guidelines

- WSU COVID-19 Updates
- WSU COVID-19 FAQs | Leave and Work Options
- Suspended Operations FAQs
- Flexible Scheduling FAQ
- Continuity Planning: WSU Ready
- Employee Assistance Program (EAP) Website
- WSU Online Learning System Managers Guide
Resources: Policies

- BPPM 60.56 Faculty & Administrative Professional Leave
- BPPM 60.57 Civil Service Employee Leave
- Collective Bargaining Agreements – Labor Relations
- BPPM 60.62 Leave Report for Overtime Exempt Classified Employees
- BPPM 60.60 Time Report for Eligible Overtime Employees
- BPPM 60.63 Leave Report for Overtime Exempt Faculty & AP Employees
Resources: Policies

- BPPM 60.40 Staffing During Emergency Closure
- BPPM 60.86 Employee Assistance Program
- BPPM 50.39 Emergency Planning and Preparedness
- BPPM 50.40 Suspended Operations
Please contact the below accordingly for questions not answered in today’s session.

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This has been a WSU Learning and Organizational Development Videoconference

hrstraining@wsu.edu