



April 23, 2020

Leave and Work Options for Faculty and Staff

COVID-19

**Presented by:
Human Resource Services**

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

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April 23, 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

SESSION OVERVIEW

Informational session to provide resources for employees and managers regarding leave and alternate work options available during the current emerging novel coronavirus - COVID-19 environment.

LEAVE OPTIONS and ACCOMMODATIONS

Medically Related Leave Options

Reasonable Accommodations

- Follow standard request and review process
- HRS Disability Services website

LEAVE OPTIONS

I think an 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

Washington [DOH COVID-19](#) website

LEAVE OPTIONS

What should I do if I suspect a employee is at risk for COVID-19?

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

Facts not Fear

Federal CDC website

Washington DOH COVID-19 website

LEAVE OPTIONS

I don't have a medical condition, but I am concerned about workplace exposure to the COVID-19. What are my leave options?

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](#)

LEAVE OPTIONS

Administrative Professional

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

**BPPM 60.56 Faculty & Administrative Professional
Leave**

LEAVE OPTIONS

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

OPERATIONS: Communication Plan

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.

OPERATIONS: 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.

OPERATIONS: Available Tools

Communicate

Provide employees with '*What to do in an emergency*' information.

Information regarding available resources.

TELEWORK OPTION

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

TELEWORK OPTION

What options are there if employees are unable to report to work, for non-illness reasons and cannot perform their normal duties remotely?

TELEWORK OPTION

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

TELEWORK OPTION

Learning and Development

Review [Skillsoft Online Learning system](#) WSU specific online courses include, but are not limited to:

Customer Service	DSHP Prevention
Fiscal Management	Customer Service
Supervisory Training	Research Administration
Faculty Recruitment Basics	Staff Recruitment Basics
Safety Courses	DES Procurement Training

TELEWORK OPTION

As a manager, how do I put all of this in motion? How do I manage it?

TELEWORK OPTION

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](#)

SAMPLES: Checklist for Remote Work

- ❑ 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

Q & A

Resources: FAQs and Guidelines

- [WSU COVID-19 Updates](#)
- [WSU COVID-19 FAQs | Leave and Work Options](#)
- [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**

Additional Questions

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**This has been a
WSU Learning and
Organizational
Development
Videoconference**

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