



June 16, 2020

# Leave and Work Options for Faculty and Staff

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## COVID-19

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**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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**June 16, 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](mailto:hrs.disabilityservices@wsu.edu)

Non-medically related leave and/or telework questions: [hrs@wsu.edu](mailto:hrs@wsu.edu)

Other general questions related to WSU response to COVID-19 [COVID-19.info@wsu.edu](mailto: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**

**[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)**