



## COVID-19 TELEWORK POLICY

*Effective Date: March 12*

### **AUTHORIZATION:**

This temporary Policy has been approved by Interim President Bruce Jarrell, effective 3/12/2020.

### **GENERAL:**

UMB will remain open during any period of episodic telework.

The UMB President may declare episodic telework. The regular restrictions on teleworking are waived during this period.

During this period of episodic telework, the goal is to dramatically reduce the number of people on campus.

### **SPECIFIC DIRECTION:**

When a declaration is made to transition to episodic telework under this Policy, all employees who are able to work remotely are immediately reassigned and required to telework. Employees who are able to work remotely, but need time away from work are required to use accrued leave in accordance with standard university policies.

Employees who are not able to work remotely, as determined by their supervisor, will be placed on Administrative Leave unless they have been deemed "Essential for Pandemic Circumstances – On Campus."

Non-exempt employees who are designated as "Essential for Pandemic Circumstances – On Campus" are required to report to work for their regularly scheduled shifts, and should stay in contact with their supervisors to determine whether their designation changes.

For all hours that a non-exempt employee with the designation of "Essential for Pandemic Circumstances – On Campus" is required to be on campus, they will be provided with a choice of receiving compensatory time or a cash equivalent payment for the hours that they worked on campus.

### **ACCESS TO CAMPUS:**

During this period of episodic telework, no employees should be at their worksite unless they have been deemed "Essential for Pandemic Circumstances-On Campus" or unless they have been instructed or allowed to be present by a Dean or Vice President (with notification to the Provost) based on a compelling reason.

Employees who have been designated as Essential for Pandemic Circumstances – On Campus” who have symptoms consistent with COVID-19 (fever, coughing, shortness of breath) should not come to campus and should contact their supervisor.

An individual coming to their worksite when they have been directed to stay away could face disciplinary action.

**DURATION OF POLICY:**

The evaluation of the need to implement telework will be continuous.