As you are aware, the University administration is maintaining constant communication with state and federal officials as we attempt to follow all developments related to the coronavirus (COVID-19) pandemic. The University’s first priority is our commitment to protecting the health and safety of our students, faculty, and staff. For now, the campus will remain open, and we must continue providing students with our valuable services and support. However, we also recognize that this unprecedented event requires that we pursue unique opportunities to provide these services while mitigating risks. One such opportunity is the strategic use of temporary, alternate work arrangements.

Not unlike our transition to a remote instructional environment for our students, the University has determined that it should also transition to an alternate operations mode starting as early as Tuesday, March 17. Such operations could include all or a combination of the following:

- University employees who can perform the essential functions of their position remotely should consult with their supervisor immediately to transition to a remote (telework) arrangement.
- Offices that must remain open to provide essential services should consider using a “skeleton crew” and alternating those who must report in-person.

Determinations regarding assigned work locations and schedules for employees (remote or job site) should ultimately be made by supervisors based on the employees’ assigned job responsibilities and the need to maintain full university operations. Supervisors should communicate as soon as possible with employees in their units regarding implementation of this directive. For those who are approved for a telework arrangement, specific guidelines have been developed.

We recognize that not all positions are suited for teleworking. Positions that require frequent in-person collaboration, specific equipment, supplies, or worksites may not be accomplished remotely. For these positions, following are suggested arrangements:

- Alternating shifts and coverage: In these cases, the University-sanctioned off-time will be paid based on the regular work schedule.

- Mandatory regular, full work schedule (essential personnel, non-exempt): For each hour worked, an additional half hour will be granted in compensatory time off to be used at a later date. **This compensatory time eligibility ONLY applies to non-exempt employees who work the entire week ON CAMPUS. This does not include telework or those on alternating shifts, or any combination thereof. Compensatory time should be tracked via the COVID-19 Compensatory Time Log, by the supervisor.**

Each unit’s alternate operations plan must be documented and approved by the appropriate Executive Council member with a copy to humanresources@una.edu BEFORE the plan is implemented. This alternate operations model is currently intended to be in place until April 6. As we all know, however, new information is becoming available daily. The university will communicate any necessary modifications to this operations model as circumstances change. Please monitor the university’s COVID-19 site for regular updates.