

Office of Human Resources, Stevenson University

FAQ for Faculty and Staff: Remote & On-Campus Work, Illness, and Employee Resources

1. Should I be working on campus now?

To comply with Governor Hogan's Executive Order issued on March 23, Stevenson will only allow essential employees to work on campus. Essential employees have been identified by the President's cabinet and been given written authorization from Human Resources to perform work on campus. All other employees should not visit campus until further notice.

2. What if I haven't been identified as an essential employee, but I need to come to campus?

You should inform your supervisor of your desire to visit/work on campus, and your supervisor will discuss your request with the cabinet member overseeing your position. You will be notified of the outcome of your request. You should not come to campus before you are informed of the decision of management.

3. Am I allowed to work remotely?

In general, supervisors are strongly supportive of employees working remotely to perform either their normal functions or alternate approved duties. Supervisors will address individual cases where full-time (FT) employees are unable to perform productive work remotely. Part-time (PT) employees are also permitted to work remotely, if their jobs are appropriate and necessary, and with advance supervisory approval. As has traditionally been the case, PT employees will continue to only be paid for hours actually worked.

4. If I'm home because I'm caring for an ill family member, or because my child's daycare or school is closed, can I still work at home?

Normally an employee is not allowed to work at home while caring for another individual, but under these critical circumstances the university will allow it, provided that the supervisor approves remote work under the conditions described in the previous question. The employee working remotely is still expected to be productive and responsive, even if caring for another individual.

5. Do I need to work my normal schedule if I'm working remotely?

The supervisor ultimately has the decision whether an employee working remotely has to work during normal work hours or can vary their hours.

6. Do I need to track my hours worked if I'm working remotely?

Non-exempt workers and any part-time workers who are performing tasks off campus MUST still track their daily hours and will still be expected to complete timesheets. Exempt employees

will not need to record daily hours worked but are still expected to complete timesheets and record any leave taken. Any employee who does not work the expected number of hours in a workweek will need to use accrued leave (if available) to make up the shortfall.

7. What resources are available to help me set up an off-campus work environment?

The Office of Information Technology has created a web page showing resources for remote work at <https://now.stevenson.edu/depts/oit/Pages/Resources-for-Working-Remotely.aspx>. Employees still having any difficulties should be sent to the Help Desk at helpdesk@stevenson.edu.

8. Can my supervisor assign me to different work if my normal duties are not necessary now, or can't be performed remotely?

Yes, management has the right to reassign an employee to alternate duties if their normal duties cannot be performed under the circumstances.

9. Under what circumstances must I be quarantined off campus?

Most employees are already prohibited from coming to campus under the Governor's Executive Order, but those who have been designated as essential may still need to be quarantined and prevented from working. Stevenson will be following the federal and state quarantine recommendations to determine if a quarantine is necessary.

10. I'm feeling ill. What should I do?

Follow State of Maryland health department guidance, which can be found at https://phpa.health.maryland.gov/Documents/coronavirus_FAQ.pdf. Notify your supervisor that you are unable to work. If you are an essential employee who is working on campus, do NOT come to campus while ill. The university's health care provider, Cigna, also has a useful page with general resources and tips at <https://www.cigna.com/individuals-families/health-wellness/topic-disaster-resource-center/coronavirus-public-resources>.

11. I've been ill but believe I've recovered now. When can I return to work?

If you are working remotely, you may continue working once you feel well enough to perform your duties. If you are an essential employee and perform work on campus, you must receive a doctor's clearance before returning to on-campus assignments. You may send your written return-to-work clearance from your medical provider to Dave Jordan, Vice President of HR, at dcjordan@stevenson.edu.

12. My coworker is exhibiting signs of illness but is still in the workplace. What should I do?

If you are on-campus working near an employee who seems ill, you should not confront that employee directly. You should notify your supervisor immediately, and the supervisor should

contact Dave Jordan, Vice President of HR, for further instruction at either dcjordan@stevenson.edu or 443-334-2176.

13. What should I do if I think I've been exposed to the virus but don't yet have symptoms?

If you are working from home, continue working from home and avoid coming in contact with others in case you have contracted the virus. If you develop symptoms, see question #10. If you are an essential employee who is expected to work on campus all or part of the time, you should notify your supervisor immediately of your possible exposure to the virus. Your supervisor should consult with Human Resources about whether a quarantine is necessary. You should not report to campus until it is decided whether you will need to be quarantined.

14. As an employee, if I am feeling anxious or troubled by the uncertainty that exists, where do I get assistance?

Stevenson has an Employee Assistance Program (EAP) with the provider ComPsych. Information for contacting ComPsych can be found at https://now.stevenson.edu/depts/hr/Shared%20Documents/Benefits/Guidance_Resources_Overview.pdf.

15. What if I have other questions that aren't answered here?

Please contact Lorrie Rowland in Human Resources at lrowland@stevenson.edu or 443-334-2202.