

A Message from the **CHANCELLOR**



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

March 17, 2020

Dear Colleagues,

As a follow up to my message on Friday, March 13, following are guidelines and FAQs from Human Resources pertaining to work flexibility and compensation during this rapidly evolving emergency.

I would like to stress that the Chancellor's Cabinet is committed to ensuring that no employee's regular wages are adversely affected by this crisis.

As of Monday, March 16, we are closing the Grossmont and Cuyamaca College campuses to students and the public. The operational status of GCCCD beginning March 16 has not changed. While the campuses are now closed to students and the general public in response to new developments at the state level, employees should plan to be at work as normally scheduled on Monday as we plan for employees to work remotely in the near future. Managers and supervisors will provide for maximum flexibility with work schedules for employees with child care challenges, health issues, or who are in a high risk category, while continuing to ensure that services and other operations central to our core mission are provided.

The situation is changing quickly and we are responding as quickly as possible. Please review the [District COVID-19 webpage](#) for the most up-to-date information.

Following are some guidelines for this transitional period (March 16-March 27) along with a FAQ. We will update this document as changes occur.

Managers and Supervisors

All managers and supervisors should work with their employees to allow maximum flexibility in work schedules, including working remotely and approving and reasonable leave request. Employees with childcare challenges, employees with medical conditions that place them at risk of the virus, and those in a high risk age group are our **top priority**. If there are any issues with work flexibility, please work with your manager.

Illness

During this emergency, employees who need to use sick leave for whatever reason **will not be required** to provide a doctor's note.

Leave Use

Employees who need to be absent from work during this crisis will be permitted to use any available leave. Employee leave balances can be accessed through Workday by going to Time Off and then to Time Off Balances. Human Resources will work with any employee who is out of leave balances to find ways to ensure that regular wages are not impacted.

Work Flexibility

The administrative leadership at each college is identifying work that can be done remotely while ensuring continuity of operations for our core mission. Managers and supervisors will be working with their staff on remote work plans.

Essential Employees

The administrative leadership is working on identifying who are the essential employees. Essential employees will be ensuring the ongoing operation of the district including payroll, human resources, Information Technology and help desk support, facilities, campus safety, and some academic and student support services.

Compensation Specifically for Short-term, Substitute, Student Workers, and Work Study

While the college campuses are closed, we are endeavoring to find ways to provide essential student support services and support for faculty who are transitioning to remote delivery without face-to-face contact.

We plan to resume instruction in some form of remote delivery after spring break for the duration of the Spring semester with employees also working remotely. **All employees including short-term, substitutes, student workers including work study, will be paid for their assigned schedules.**

Short-term, substitutes, and student workers should report to work March 16-20, if able, to assist with ensuring continuity of operations and planning for working remotely. If they are unable to come to work due to illness, health risks or childcare challenges, Human Resources will work with them to ensure that regular wages are not impacted.

District Policy

Employees are reminded that discrimination and harassment related to the Coronavirus are prohibited under policy and law. No person should be subject to bias, harassment, or

discrimination related to the virus. Please contact Human Resources immediately on any reports of bias, harassment, or discrimination. In addition, it is our responsibility not to retaliate against any person who raises health or safety concerns.

Frequently Asked Questions on COVID-19 (Coronavirus)

1. Will I be paid during this time?

YES.

2. If I am sick, what do I do?

Stay home. The only way to get better is to take care of yourself. Coming to work may prolong your illness and potentially spread the illness to others

If you are enrolled in the District medical plan for Kaiser Permanente or United Healthcare, you and your dependents can take advantage of a virtual office health visit for non-emergency medical conditions and avoid having to visit a physical health office in person. Please see the attached for more information. A virtual visit is usually the same cost as your office visit co-pay. (Attach documents)

3. When do I self-quarantine? What are the symptoms that may require a self-quarantine? How long should I self-quarantine?

You should self-quarantine if:

- you traveled to high risk part of the world
- come into contact with someone who has traveled to one of these high-risk areas
- experience symptoms of fever, cough, and difficulty breathing, or are high risk.

A self-quarantine should last for 14 days. Please see the [Centers for Disease Control and Prevention website](#) for more details. If you have any doubt about your symptoms or your health, please see your primary care physician.

4. If I self-quarantine, what do I have to provide to the District as documentation?

During this time, we are waiving the doctor's note requirements.

5. Whom do I notify if I self-quarantine?

Please notify your immediate supervisor and Human Resources at (619) 644-7571

6. How should I put my time into Workday?

During this time, we are allowing employees to use any of their accrued balances (sick, vacation, etc.) If you would like to review your balances, all balances can be found in Workday under Time Off and then Time Off Balances.

7. What if I am completely out of time off balances?

Please contact Human Resources at (619) 644-7571 and they will work with you on options.

8. If I self-quarantine for two weeks and I'm using my sick time but then the campus closes and everyone else gets paid, will I get my sick time back?

YES. This crisis changes on a day to day basis. If the District closes completely, you will not be charged any balances (sick or vacation).

9. My kids are out of school and I have to be off. How do I put my time in Workday?

At this time, you can use any balances that you have available in Workday. If you are out of balances, please contact Human Resources at (619) 644-7571 and they will be able to assist you.

10. Will my paycheck continue to be direct deposited?

YES. We strongly encourage Direct Deposit. With Direct Deposit, payment is automatic and there is no need for human interaction. If the campus is completely shut down, employees with "live" pay checks will have their checks mailed to their home address. Employees can sign up for Direct Deposit through Workday by going to PAY and then to Payment Elections.

This would also be a good time to verify that all your personal contact information is up to date in Workday, including your emergency contact information. This information can be found in the Personal Information section.

12. Will any equipment be allowed to be checked out?

YES. We are trying to be as flexible as possible during this time. If equipment is available, please contact your manager for check out procedures.

13. If I work in close spaces, how should I distance myself?

The nation is practicing social distancing. We are remaining as flexible as possible. If you are concerned about your work area, please work with your supervisor on exploring potential options such as working remotely or in an alternative workspace.

14. Will temporary hourly workers (such as NANCE) be paid?

YES. Temporary workers will be paid their regularly scheduled work week.

15. The Governor said people over 65 should not go into work. Is that mandatory?

The Governor asked individuals over 65 to stay home. Although he did not use the term "mandatory," it is highly advisable that people over 65 and specifically at high risk

take precautions. As mentioned above, we will be as flexible as possible with working remotely.

Contact Phone Numbers

Human Resources (619) 644-7571 or (619) 644-7643

Benefits (619) 644-7643

Payroll (619) 644-7902

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