

## **Humboldt State University Sponsored Programs Foundation** **COVID-19 Telecommuting & Emergency Leave Policy**

Last updated 3/30/20

The Humboldt State University Sponsored Programs Foundation (HSU SPF) continues to monitor the COVID-19 situation closely, in close partnership with Humboldt State University and the Chancellor's Office. In furtherance of our efforts to keep our employees safe and healthy, HSU SPF has made the decision to transition all operations to telecommuting as much as possible.

The purpose of this policy is to provide short-term, emergency guidance regarding compensation of employees whose ability to work has been impacted by the COVID-19 pandemic. This policy is designed to be comparable to the California State University coded memorandum HR 2020-03, while also operating within the financial constraints and applicable sponsor guidelines associated with federal, state and private externally funded programs.

In designing this policy, we have prioritized the physical health and safety of employees first, maintaining the capacity and readiness of the research and scholarly enterprise second, and leveraging financial resources in an appropriate way to maintain institutional and individual program capacity upon returning to more normalized operations.

### **Telecommuting**

In accordance with the March 19, 2020 order by the Governor of the State of California that all residents shall stay in their homes, all non-essential employees are required to comply with the HSU's Temporary Telecommuting Policy. All staff, regardless of state-side or auxiliary funding source, as well as student employees, must consult with their supervisor and complete, sign, and submit the [temporary telecommuting agreement](#). Faculty do not need to sign this form.

We recognize that some essential employees may be expected to report to HSU SPF work locations periodically to complete certain tasks. Supervisors will work with any employee who falls into the 'essential personnel' category to ensure that any time the employee spends on site is both necessary to continued operations and is restricted to essential tasks that must be performed on site. See [Guidance for Research Continuity](#) for more information.

### **Emergency Leave**

Effective April 1, 2020 and until further notice, all HSU SPF benefit eligible, part-time, hourly/occasional, and student employees may be granted up to 128 hours of paid administrative leave, if based on their Principal Investigator (PI's) and/or Supervisor's assessment, they meet the criteria of any of the categories detailed below; and subject to availability and allowability of funding.

Paid administrative leave may only be used for employees who are unable to work (including remotely via telecommuting) due to one of the following three circumstances:

1. Their own COVID-19 related illness or for a qualifying family member's COVID-19 related illness.
2. COVID-19 related school or daycare closure requires the employee to stay at home with a child or dependent.
3. They have been directed by their supervisor or healthcare provider not to come to work because they are considered at "high risk" for serious COVID-19 related illness.

All administrative leave hours are subject to the following conditions:

1. Must be used by December 31, 2020 or the end date of the individual employee appointment, whichever occurs first, after which any remaining balance will expire.
2. May be used either before or after the employee uses other available leave accruals at the request of the employee and with approval of the supervisor and PI/Program Director.
3. Will be prorated based on the full-time equivalency of the current appointment.
4. Are not payable upon termination of employment.

To initiate emergency administrative leave for an employee, the Principal Investigator must email Kacie Flynn directly at [kacie.flynn@humboldt.edu](mailto:kacie.flynn@humboldt.edu)

This policy is applicable to all programs regardless of funding source (Federal or non-Federal). All leave will be charged directly to the source of funds of the employee's current work assignment. For externally funded programs, specific funding agency restrictions or lack of funding may be considered as justification for exceptions to this policy. To request an exception, please contact HSU SPF at (707) 826-5159.

If a specific grant/contract disallows administrative leave from being charged, Principal Investigators may opt to charge their employee's time to an applicable discretionary SPF Trust account. PI's should confirm available budgeting options with their Grant Analyst prior to approving/submitted payroll.

This policy is subject to change at the sole discretion of HSU SPF management, in consultation with HSU and CSU leadership. This policy will be re-evaluated regularly as the current COVID-19 pandemic evolves and may be subject to change at any time.