

WAGNER COLLEGE

OFFICE OF HUMAN RESOURCES

COVID-19: Temporary Administrative Remote Work Policies and Procedures

We recognize that the COVID-19 pandemic has turned our lives upside down and affects each of us personally as we face important decisions about the care of our families and ourselves. Wagner College continues to place the highest priority on the health, safety and wellbeing of its faculty, staff and students, as well as the wider community. Every day seems to bring more changes and we will keep you updated as these changes occur.

Beginning Monday, March 23rd, New York State has made the decision that only essential personnel may be on campus.

Please note these policies and procedures are subject to change as conditions regarding the pandemic evolve.

Remote Work Policies

- All employees, whether working on campus or remotely, are expected to be available during assigned work hours in order to perform their duties. As always, employees who are ill, or who are caring for family members or other dependents who are ill, should reach out to Human Resources for guidance on available leave types.
- Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches. Employees who are working remotely should take the required meal and/or rest periods. Please contact Human Resources at human.resources@wagner.edu if you require leave or other accommodations relating to child care.
- The College is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.
- There will be no overtime allowed during this time period unless requested by your Vice President
- Appropriate safety practices should be implemented in the home environment while conducting business. Work-related accidents should be reported to Human Resources at human.resources@wagner.edu.
- Supervisors and Department Heads should continue to have regular communications with their employees. We encourage you to have daily meetings with employees who are working remotely. It will lessen the feeling of isolation and will allow everyone to feel they are still part of the team.
- Employees are expected to maintain a presence with their department/division/school while working remotely. Presence may be maintained by using appropriate technology including but not limited to a computer, email, phone, video conferencing, instant messaging, Google sheets, and/or text messaging. The employee and supervisor will agree on how to handle communications and messages.
- College work should be performed by the employee only.

- Employees are required to continue to follow all College policies and procedures as outlined on the College’s website, as well as those outlined in the Faculty Handbook and other official College documents, including but not limited to, the Policy on Equal Opportunity and Nondiscrimination, the Policies and Procedures Relating to Sexual Misconduct, Policy on Acceptable Use of Computer and Network Resources, Employee Leave and Paid Time Office Policy, and FERPA. This means:
 - Employees are to maintain confidentiality of employee and student records.
 - Employees should provide a secure location for college-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than College business; and that the College is entitled to reasonable access to its equipment and materials.

Payment Procedures

- Employees who continue working, whether on site or remotely, our standard pay practices will continue.
- Employees who do not have direct deposit: you will have your payroll checks mailed to the address you currently have on file with the Payroll Department.

Timesheets

- Hourly (Non-Exempt) employees must continue to submit time entries reflecting their regularly scheduled weekly hours.
- Supervisors must continue to approve time submissions in line with normal deadlines and practices.

Information for our Non-Exempt Full Time Employees

- Time sheets should be completed and submitted as usual. Submission is due by Monday at noon. Please copy your supervisor on your submissions.

Leave Procedures

Information About COVID-19 Leave

- While the College has generous sick leave policies that exceed those typically offered, including both an annual sick leave allotment, in addition to other benefits, the current crisis presents numerous situations that employees may confront. In concert with Federal and State legislation, the college will work with employees who need to take time off as it relates to personal illness or the illness of a family member; the need to care for a child who is home due to school closings; having risk factors – or having a family member with risk factors – that lead to a greater likelihood of being infected or made seriously ill by the virus; transportation limitations associated with the situation; and many more.
- If comfortable, employees should discuss this situation with their supervisor. We recognize that there may be confidential information pertinent to the situation that the employee may not want to share with their supervisor. In such a case, the employee may contact the Office of Human Resources directly.
- To request time off using COVID-19 leave, employees should contact HR at human.resources@wagner.edu and state that the time needed away from work is associated with the virus. This straightforward process is built on mutual trust and good will.

Procedures

- Please request and record vacation, personal and sick leave as usual. Even during remote work, you will need time off if you don't feel well, have a doctor appointment or would like a vacation day. This time is still important and we want you to request and use that time. Supervisors will honor those requests and not expect you to work during that leave time.
- If you are unable to work due to a non-related COVID-19 illness and/or disability, you are required to contact your immediate Supervisor and Human Resources so that your attendance records are recorded and tracked.
- For employees who are currently reporting to work, if you are self-quarantined by a state/city health department or the college but are not sick, you do not have to use sick time and will continue being paid during the time you are unable to report to work. You must contact your Supervisor and Human Resources
- If you are unable to work due to childcare or caring for an elderly relative, please contact your Supervisor and Human Resources