



## Telecommuting HR WebEx Session

Tuesday, March 24, 2020 – 1:00 pm to 2:00 pm

Hosted by Melissa Rivera, Senior Associate Dean of Administration & Finance

- Melissa – Scheduled this meeting to discuss questions some staff have had re. telecommuting email from Vivian Fernandez (3/12 and 3/19) and the timekeeping form
- Joined by Candace Joseph and Lenese Jean from RU HR and Dee White, RBS HR
- 51 WebEx participants
- Updates re: job postings and new hires
  - HR has placed a soft hold on job postings, holding off on non-essential positions
  - If an offer has already been extended to a new hire, onboarding will continue but there will not be any orientation sessions during this time
  - Internal reclassifications/grade changes have not been put on hold and will continue
  - Melissa does not think there are any new hires at RBS impacted by current situation
  - I-9s and background checks are also on hold
- Essential employees at RU:
  - Originally limited to medical staff, lab technicians, researchers, security
  - But expanded to include OTIS and some Facilities staff
  - These workers have permission to be on campus. If you have intentions of visiting the campus, please notify Melissa in advance
  - RBS, in general, is discouraging employees from traveling to campus
- Mail
  - US Postal Service mail will be collected once a week and distributed on Fridays.
  - Staff will sort and deliver to mailrooms, as usual
  - If you are expecting or need an important piece of mail, let your Facilities people know so they can open and scan or forward items to you
  - After our call yesterday we were informed that FedEx is no longer delivering packages to Rutgers. We will look into this and get back to everyone. UPS and Amazon packages are being received daily and held in a secure place - 5<sup>th</sup> Floor mailroom in NB – 10<sup>th</sup> floor in NWK
- Vacation Time Policy remains in Effect –Current policy remains in effect until further notice.
- RU Telecommuting Policy as outlined in Vivian Fernandez emails
  - In effect 3/23/20 through 4/30/20 for all employees except for OTIS and some Facilities employees
  - The policy applies to any staff member performing some or all of their duties from home
  - If you plan on working from 2 different “home offices,” list both
  - You must electronically sign this document – One possible software that can be used is - Adobe Fill & Sign. For more information, please visit <https://acrobat.adobe.com/us/en/mobile/fill-sign-pdfs.html>
  - All employees telecommuting **MUST** sign and submit the Telecommuting Form to Ryan Kelly and cc: the RBS-HR@business.rutgers.edu by Friday, March 27<sup>th</sup>
  - There is some flexibility on the work schedule section of form, but complete with what you expect your normal working hours will be
  - Generally speaking, there is no overtime for non-exempt employees – However, if there is a need, you must discuss with your supervisor and Melissa *in advance of working the overtime*
  - Employees should feel comfortable sharing their physical home address on the form. All information is confidential. If the university is audited at a later date about telecommuting arrangements, they must be able to supply complete, accurate information.
  - A question was posed about the possibility of returning back to work before 4/30. While we believe this is highly unlikely, but yes, always a remote possibility
- RU Telecommuting Timekeeper Form
  - All non-exempt employee are required to complete the “NE Telecommuting Time Sheet” form. While the email from Vivian does not indicate the frequency of submission, we encourage NE employees to

submit this form daily to their supervisor. Since the form allows you to track the hours worked daily, this form in essence replaces Time Manager system. Please discuss submission with your supervisor.

- Timekeeper forms are not required for last week, as originally stated. Time sheet submission began on 3/23/2020.
- Melissa suggested that each employee create a folder and keep all timesheet forms in the folder, in case needed in the future
- Employee and supervisor will discuss and determine best business practice for their department re: frequency of form; daily or weekly submissions
- Melissa stated that her direct reports are required to complete the work log/timekeeper sheet of activities on a daily basis
- Again, good practice in case ever audited
- CPL = COVID-19 Paid Leave
  - All permanent, full-time employees are eligible
  - Type 4 and Type 5 employees are not eligible
  - CPL is managed through OneSource
  - Must submit request for CPL within 5 days of absence – Supporting documentation is required
  - Let your supervisor know you've submitted CPL application but you do not have to disclose any personal information as to why
  - Intermittent CPL – If virus-related responsibilities prevent you from working a full work week (caring for children at home due to school closure, for example), you may apply for CPL leave so that you have an adjusted work week – For example, you may only be able to balance work/home by working 25 hours per week (5 hours a day instead of 7.5 or 8) but, if the CPL is approved, the employee will still be paid for full week – Again, supporting documentation is required and must be submitted to OneSource
  - If approved, CPL will not impact accrued time off
  - What is the turnaround time for responses from OneSource?
    - One Source has already received over 1900 requests for CPL
    - Within 1-2 days of submission, you will receive an automated email from OneSource that your application for CPL is "Pending"
    - Due to the overwhelming number of requests, OneSource is prioritizing its review process
      1. Employees with positive COVID-19 test results
      2. Employees under quarantine due to virus exposure
      3. Those under self-quarantine
      4. Requests related to childcare and school closures
- Reimbursement for work-related expenses at home
  - Not at this time. If this should change, Melissa/Nicole will inform all concerned.
  - As stated in Vivian Fernandez's email, page 3, line 13, RU will **NOT** be reimbursing employees for expenses incurred at home (cell phone, Wi-Fi, printer, toner...)
  - If you do not have certain, necessary equipment at home, please reach out to Melissa to try to make arrangements – She will try to accommodate you
- Procurement – Can items still be ordered and are invoices being paid? – Yes, RU is still open and operating, just in a different way – Vendors will continue to be paid. Checks are cut on Tuesday and Friday.
- Work Study Students – Can they continue to work and work from home?
  - Work study students who will continue to work from home must complete the telecommuting form and the timekeeper form to document their activities
  - Time Keep preparers should submit their hours and Supervisors are required to approve them in accordance with payroll cut-off dates and times.
- Questions submitted online – Dee White
  - Many questions already answered by Melissa but will go over them briefly again
    1. Timekeeping form? – Yes, required – Frequency determined by supervisor
    2. NE employees and timesheets from last week? – No – Starting Monday, 3/23/20
    3. Who do you submit timekeeper form to? – Direct supervisor – But keep a copy yourself – Start a folder
    4. What if no medical documentation re: CPL forms to OneSource – Follow best protocols and explain

5. Can I request CPL because of children home from school and difficulty fulfilling full work week? – Yes, apply for intermittent CPL with adjusted hours available to work and provide supporting documentation
  6. Equipment reimbursement? – No
- Jane – Thank you for this open forum – Will it be held again in coming weeks?
    - Melissa, Nicole and Dee to schedule “Open Hours” – Times for staff to contact them with questions or help finding information, or generating reports... (similar to open labs at each campus last semester)
  - Jane – How long for employee to get approval/denial response from OneSource?
    - Overwhelmed with requests – Please trust that they are doing everything they can to process requests efficiently but that it involves individual document reviews and will take some time (See priority order above)
  - Melissa – The Deans Office and the University are making every effort to be transparent, communicative and understanding during this unprecedented time in RU history – We will continue to work together, support each other and maintain a strong sense of community
  - Resilient, Resourceful, Responsible
  - Recently added: Reinvent yourself for the digital era

