

FAQ's for Supervisors and Staff

1. How do I know if I'm an essential or non-essential employee? Contact your supervisor

2. Are temporary employees included in the alternate work location directive? Yes

3. What if I have a non-essential temporary employee? As the supervisor, please identify any work that can be carried out at home by the employee. Some examples:
 - Employee accesses office voicemail or email and responds or forward accordingly.
 - Employee drafts a procedure manual on processes that are routinely performed.
 - Employee performs any other duties as determined by the supervisor that support the department.

4. How does the hourly employee submit time worked from home? Employees should keep track of the hours worked as directed in the home work plan. This would be considered fulfilling the required work day: (Example: If they normally work 8 a.m. to noon, enter 8 a.m. to noon on time sheet each day.) Timesheets should be approved and submitted by employees as follows:
 - They can email their bi-weekly timesheet to you
 - They can take a picture of their timesheet and send to you via email.
 - They can mail their timesheet to you. (please note: that this is less preferred due to payroll deadlines for processing in a timely manner.)

5. Can a supervisor change the status of a non-essential employee to essential employee and vice versa? Agencies and authorities may change an employee's designation as either essential or non-essential at any time. As the operational needs of the response shift, the specific functions or locations may be modified accordingly at any time.

6. What if an essential employee does not want to report to work?
 - Time and attendance rules apply
 - If unpaid leave is requested under this option, the employee will be responsible for the full share health insurance premiums (COBRA).

7. I have an essential employee (temporary or permanent) who has communicated they cannot be at work due to their own health concerns.
 - If the employee has been advised that due to their own medical condition they are unable to work and they have appropriate medical documentation, regular Time and Attendance rules apply as follows:
 - The employee should enter their sick leave accruals in TAS
 - If they choose to take the time as unpaid leave (leave without pay), they need to put their request in writing for their supervisor and HR approval, which would then be forwarded to payroll.

8. If an essential employee is unable to work due to a family member's health concerns, regular Time and Attendance rules apply as follows:
 - Request appropriate leave accruals in TAS for approval by supervisor.
 - If they choose to take the time as unpaid leave, contact Ellen Brown, ebrown@esf.edu for further instruction and possible coverage under FMLA.

9. What if I supervise a student assistant? As a student assistant supervisor, please identify any work that can be carried out at home by the student assistant.

- Example: Are there any procedural manuals that could be created that are routine for the student assistant position?
- Example: Any other duties as determined by the supervisor.