



Message from LSUS Human Resource Management Office

March 16, 2020

Subject: HR Updates for Employees

The step we're taking to move to online instruction is not considered an official closure of campus, but we wanted to provide you some guidance in the event we get to that point, particularly about emergency pay and time entry. We'll also send any additional employment-related information from the State of Louisiana (e.g., Louisiana State Civil Service) that we might receive.

The university will remain open to faculty and staff. For now, Graduate Assistants and student workers are still eligible to work but must coordinate with their supervisors. GAs and student workers can be reassigned to allow them to continue working. If questions, please contact LSUS HRM at 797-5279 for more information.

Faculty: During this time, faculty without administrative responsibilities (as chair, program director, etc.) must be both accessible and responsive to expected university responsibilities, especially to students. However, such faculty will have more flexibility in working remote to campus. Faculty with administrative responsibilities must coordinate working arrangements through or with their respective dean.

When an employee should be quarantined:

- Students, staff and faculty should not report to work when sick.
- Employees who have traveled to high-risk areas as defined by the CDC, are exhibiting symptoms and seeking medical treatment, and/or have been in direct contact with any individual who has tested positive for COVID-19 should report by telephone to their supervisor.
- If you have concerns relating to an employee's health, please contact LSUS HRM at 797-5279 HRM for assistance. Please do not inquire or ask an employee for specific health information or documentation regarding a suspected illness.

Employees who care for minor children whose child care or school is temporarily closed:

- We realize that this is an unusual situation for us all, and we're committed to being as flexible, adaptable and sensitive as possible in addressing employee requests to work from home or to have alternative work schedules. Department Heads will have the flexibility to review and approve these requests and should document them appropriately. HRM will be available to provide guidance as necessary.
- When possible, employees may work with their department to arrange for an alternative work schedule. Classified and professional hourly employees must continue to maintain their weekly total hours to ensure correct pay, and alternative work schedules should be maintained in the department.
- If the employee's job duties cannot be performed remotely and the employee is unable to make other arrangements for child care, annual or compensatory leave should be submitted. If the employee does not have annual or compensatory leave, unpaid time off should be submitted. Employees on leave without pay (unpaid time off) will not be subject to disciplinary action due to these circumstances.
- Unfortunately, because of the nature of the campus environment we cannot place children at risk by allowing them to accompany their parents to work. Employees are encouraged to keep their supervisors informed about child care difficulties.

Guidance for high risk individuals:

- Employees at higher risk such as older adults, individuals with serious chronic health conditions (e.g. heart disease, diabetes and lung disease), or individuals who are pregnant, should continue to report to work or contact their supervisor to discuss the possibility of remote work arrangements. If approved by the supervisor, such agreement must be forwarded through the employee's chain of command for approval by his/her respective Vice Chancellor. If a remote work schedule is not possible the employee may take annual or compensatory leave. If the employee has no accrued annual or compensatory leave, then sick leave may be used. If the employee has no compensatory, sick, or annual leave, HRM should be contacted to discuss possible alternatives.
- Employees who are otherwise concerned about their working situation or work should talk to their supervisor and/or LSUS HRM.

If you have any questions, please contact LSUS HRM at 797-5279. Please also continue to monitor the LSU coronavirus website at lsu.edu/coronavirus as well as monitor official LSU and LSUS social media and email accounts for additional information and updates.