

From: TCU ALERT – COVID-19 Update

Date: Tuesday, March 31, 2020 at 11:32 AM

Subject: HR Update: How to record leave, remote work and other COVID-19 issues

Dear TCU Employees,

Fort Worth's "[Stay At Home, Work Safe Measures](#)" (Shelter-in-Place) declaration affects how we move about the city and engage with businesses and service providers. As an institution of higher education, TCU is designated an essential business. The current end date of this order is midnight April 7, 2020.

Many of you have reached out to Human Resources for clarification regarding how to account for your working or non-working time, especially if you are unable to work because of COVID-19-related issues.

Because of the current guidelines, TCU employees are primarily working remotely. However, we ask all employees who must report for campus work to prevent unnecessary exposure or potential spread of COVID-19.

The following information outlines some of TCU's most current leave policies:

Actively Working Staff-Employees

Working On-Campus: Employees whose jobs require they report to campus will continue to do so. During this time, employees may have modified schedules and should continue communication with their supervisor, manager, or department chair. Continue following your department's procedures for clocking-in or logging your hours worked as directed.

Working Off-Campus (remotely): Staff-employees who are engaged in remote/telework with the university must register and complete the Short-Term Remote/Telework Agreement no later than **Thursday, April 2, at 5:00 p.m.** – log on to my.tcu.edu, select **My Employee Center**, select **Short-Term Telecommute Agrmt**, complete the form and submit. Resources are available on the [TCU Keep Working](#) website for getting started, staying connected, and staying informed while working remotely. As of this email, more than 1,150 employees have registered their engagement in the Short-Term Remote/Telework Agreement.

For Staff-Employees Unable to Work On-Campus or Remotely

Unable to work because of 14-day Self-Observation Period: Employees who cannot work because they are engaged in a 14-day self-observation period must contact their supervisor, manager, or department chair and report their 14-day self-observation period using the [TCU 14-day Self-observation Reporting Form](#). Reasons to engage in the 14-day self-observation period include experiencing [flu-like symptoms](#), close contact (less than six feet (two meters)) with a person who is knowingly COVID-19 presumptive positive, or has tested positive, or traveled through an area with a high number of COVID-19 cases. Staff-employees working remotely during the 14-days must register and complete the Short-Term Remote/Telework Agreement (see above).

Unable to work because of COVID-19-related issue. Staff-employees who are unable to work or telework because of COVID-19-related issues must submit leave via my.tcu.edu. Once in the system,

select COVID-19 (see image 1). Employees whose departments manually enter leave will continue to do so.

Supervisors or their designees will receive standard notification from *HR PAF*, with subject line – *Leave Form(s) Waiting Approval* (see image 2). Leave will be approved in accordance with standard university practices. Recent changes to federal law related to COVID-19 leave affect which situations or events qualify for leave. It is appropriate for supervisors to reach out to employees via phone call, text, or email to confirm staff-employee leave type. If you have questions contact, askhr@tcu.edu.

Situations/Events qualifying for COVID-19 Leave include:

- Care for an immediate family member – employee’s spouse, child or parent – subject to quarantine pursuant to the advice of a health care provider or Federal, State, or [local](#) government order; **or**
- Care for a child (under 18 years of age)* whose school or place of care is closed or unavailable for reasons related to COVID-19; **or**
- The employee has tested positive for COVID-19 or told to **stay home** by a health care provider

*Also includes children 18 or older who are disabled and unable to care for themselves

Contact your supervisor and communicate which of the above qualifying situations applies to you. Your supervisor will expect you to answer questions regarding when you were last on-campus, in which buildings, and whether or not you had close contact with other employees, students or campus visitors. Your cooperation with answering these questions is critical to managing and preventing the spread of COVID-19.

Employee’s Return to Work Criteria following COVID-19 related issues

If you are an employee whose job can be completed remotely, complete the Short-Term Remote/Telework Agreement referenced above. If you are an employee whose job requires you to be present on campus to complete, you must meet the following [CDC Return-to-work criteria](#):

- **No-test confirmation – but told to stay home by a health care provider**
 - Employee has not had a fever for at least 3 full days (72 hours) without the use of fever-reducing medication (e.g., Tylenol), **AND**
 - Employee’s other respiratory symptoms have improved, there is no cough, shortness of breath, **AND**
 - At least seven (7) days have passed since the employee’s symptoms have first appeared.
- **Positive test confirmation**
 - Employee has not had a fever for at least 1 full day (24 hours) without the use of fever-reducing medication (e.g., Tylenol), **AND**
 - Employee has significant improvement in respiratory symptoms, no cough or shortness of breath, **AND**
 - Employee has had two negative test results at least 24-hours apart (there should be no co-pay or deductible applied for testing)
- **Positive test confirmation with NO symptoms (VERY RARE)**

- Employee may return to work after 7 full days (168 hours) have passed since the date of the initial positive COVID-19 test, **AND**
- Employee has had no subsequent illnesses

Shipping Tool

File Edit Tools Help

New Mode Delay

Home Page Leave Entry

In order for your leave to be submitted please make sure prior to going to the next month that you have submitted your request. The submit button will only work for the month you are currently viewing not all the months you may have entered data. For leave to be processed, you must press the submit to supervisor button.

Leave Type

Starting Leave Date

End Leave Date

*Leave Type

Hours Taken Per Day

Add Request

Leave Policy

Current Leave Totals

Vacation Totals	Sick Totals	Covid-19 Totals
Current Vacation Hours <input type="text"/>	Current Sick Hours <input type="text"/>	Covid-19 Hrs Granted 480.00
Submitted Vacation Hours <input type="text"/>	Submitted Sick Hours <input type="text"/>	Covid19 Used/Submit
		Covid-19 Balance 480.00

Review Prior Leave

Month

Calendar Year

Snipping Tool

File Edit Tools Help

New Mode Delay

23700 Human Resources

Empl ID, Name, Title

Vacation/Sick Hours

Current Leave Totals		Total Hours waiting approval/payroll		COVID-19 Totals	
Sick Hours	480.00	Sick Hours		Covid-19 Start	480.00
Vacation Hours	264.00	Vacation Hours		Covid-19 Used	176.00
				Covid-19 Balance	304.00

Click all Approve/Disapprove Box

Personalize Find First 1-21 of 21 Last

Approve/Disapprove	Leave Date	Day	Leave Type	Hours	Leave Status	Comments
1 <input type="checkbox"/>	03/18/2020	WEDNESDAY	Covid-19	8.00	Submitted for Approval	
2 <input type="checkbox"/>	03/20/2020	FRIDAY	Covid-19	8.00	Submitted for Approval	

Earnings

Find View All First 1 of 1 Last

Begin Date 03/01/2020 End Date 03/31/2020 Addl Line Nbr Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data

Salaried	Hourly	Overtime
Hours 56.80	Hours 0.00	Hours 0.00
Rate Pay Rate	Rate 0.000000	Rate 0.000000
Earnings Pay	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate

State TX Locality

Other Earnings

Personalize Find View All First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
COV	COVID-19 Leave	Hourly Rate	84.00	Pay Rate	Gross Amt	

Many people are anxious about the uncertainty of what is happening with COVID-19. You and your dependents may need information or resources to help cope with stress and anxiety, staying emotionally well, as well as preventing compassion fatigue. [TCU's Employee Assistance Program \(EAP\)](#), managed by [Magellan Ascend](#), provides confidential assistance and referrals 24/7/365 at no cost. Employees and dependents are eligible to receive up to five (5) counseling sessions.

I ask that you continue to take care of yourselves, your families, and each other. I look forward to everyone returning to campus.

Yohna

Yohna Chambers

Vice Chancellor and Chief Human Resources Officer

Additional Resources:

[Centers for Disease Control information about COVID-19](#)

[Centers for Disease Control Guidelines for Caring for Someone with COVID-19](#)

[Texas Department of Health and Human Services information about COVID-19](#)

[Tarrant County Department of Health information about COVID-19](#)

[City of Fort Worth information about COVID-19](#)