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WESTMINSTER
COLLEGE

OFFICE OF HUMAN RESOURCES

Dear Staff,

At this time, I know there are many questions regarding the impact of COVID-19 upon our staff, particularly with the decision to transition to online learning for the remainder of the semester. The impact upon our respective offices inevitably will be felt.

As mentioned in President Lamkin's communication today to extend online classes through the end of the semester, all staff members who are able to work from home are asked to do so after today through Friday, April 4. At this time, the anticipated return-to-campus date for staff members is Monday, April 6. Westminster's COVID-19 Task Force is actively analyzing the risk situation throughout the country and on our campus. Reassessment of this will continue as appropriate, and any subsequent decisions will be communicated to staff.

The intention of working from home, where possible, is to minimize the number of staff on campus, thereby reducing staff members' risk for COVID-19. Please note that Human Resources is aware that each area has special circumstances that will need to be considered when determining the need for on-campus staffing and at what capacity. Details regarding this determination specific to different employee areas will be communicated by supervisors and respective Cabinet members.

Please refer to the following guidelines before tomorrow:

1. If you are working from home, you will need to determine if there are any hardware needs and contact the Department of Information Technology. Please call Nick Watson, Executive Director of Information Technology, at (573) 592-5020, or email Nick.Watson@westminster-mo.edu.
2. If a supervisor determines an hourly/non-exempt staff member may work from home, the supervisor will contact Human Resources to inform the department for tracking purposes. Human Resources will then work with the staff member to implement time-tracking guidelines. It is important to continue clocking in and out for all time worked, even remotely, to meet Fair Labor Standards Act guidelines for time tracking.
3. Hourly/non-exempt staff, regardless of hours worked, will continue to receive their full paid hours with no loss of accrued time.
4. Accrued time off will not be used during this time frame, and time will continue to accrue each pay period as it regularly does for all full-time employees.
5. Please note that any meetings should be conducted online through Teams.
6. Office phone calls can be forwarded to your cell phone by following the Department of Information Technology's guide [here](#).
7. Contact your supervisor and Human Resources if you have an immunocompromised situation or meet the risk factors outlined by the Centers for Disease Control and Prevention (CDC) that indicate a need to self-quarantine. Please contact your supervisor or Cabinet member if you have a sick family member at home, or if you have children that are home as a result of school or daycare closings.

"COVID-19 Response Forms." Simply go to MyWC, select "Home" at the top left of the page, choose "COVID-19 Response Forms" on the far left, and click on "Travel Survey."

I urge you to reach out to your supervisor or Cabinet member if you have any further questions or concerns during this time of transition.

Mandy March, PHR

Associate VP and Chief Human Resources Officer

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