HR Memo to All Employees
Remote Work Guidelines and FAQs
March 16, 2020

To All Lipscomb Employees:

To be responsive to the ever-changing COVID-19 situation, **the institution recently announced a "remote workweek" for non-essential employees for the week of March 23-27**. This means that all non-essential administrative offices and business units will be working remotely for this designated period. Essential staff and operations will continue to be open and working on campus.

During this designated week of working remotely, all non-essential institutional offices and business units are expected to continue to achieve their business goals and activities through a remote means. **This means that ALL employees who are designated to work remotely must be "on call and available" during normal business hours to accomplish work tasks assigned to them by their supervisor. Employees who have been designated to work remotely can expect to receive compensation during this remote working period.** Below are a few FAQs that may help answer some specific questions you may have. If you have specific questions not addressed in the FAQs below, please contact the human resources staff at hr@lipscomb.edu or 615.966.7006.

We recommend each employee take the following actions before leaving work for this designated remote workweek:
1. Review with your supervisor what work goals are expected to be accomplished during this designated remote workweek.
2. Take with you your computer and any other important work-related materials.
3. Review this link to a resource about remote working that identifies technology tools available as well as important employee considerations when working remotely.
4. Transfer your office voicemail over to your cell phone or home phone or have your office voicemail send notifications to your email account. Instructions are provided on the Lipscomb Employee Remote Access site: https://sites.google.com/lipscomb.edu/employee-remote-access/home.

We will continue to monitor this situation and keep you informed of any adjustments as deemed necessary. **We encourage all employees to visit www.lipscomb.edu/covid19 often for the latest news and updates**. Please feel free to contact human resources for any employment-related matters so we may assist you with your specific situation.

Christy Hooper
Vice President of Human Resources

Frequently Asked Questions

What areas and staff are considered "essential"?

Essential staff and operations will continue to be open and working on campus. These areas include security, residence life, counseling center, medical clinic, food services, dining hall, maintenance, and housekeeping. Managers of these areas will notify staff who need to work on campus and will determine the work schedule required to continue offering the services needed from these areas. In addition to these essential offices and staff, medical resource personnel employed by Lipscomb may be called upon to assist the medical clinic to fulfill its service obligations during this time. And, managers of any area have the discretion during this period to convene employees either on campus or in another appropriate location to conduct business that is deemed essential to business continuity.

Can my supervisor actually expect me to do work from home this week?

Absolutely. While you may be at home, **unless you are taking vacation days or sick leave, you are required to be available to complete any reasonable work product your supervisor requests from you**. This may include, but is not limited to, being responsive to emails, making phone calls, participating in video conference calls, completing your normal business duties, etc.

What if I'm sick or plan to take a vacation this week?

Any employee who is sick during this week should use sick leave because the employee is not available to work. Similarly, any employee who plans to take a vacation should use vacation leave because the employee is not available to work.

I'm paid hourly. Will I be paid this week even if I don't have any remote work to do?

Yes. Because all hourly employees are to be "on call and available" for work during normal business hours this week, whether an hourly employee actually performs work or not, they will be paid for the business hours for which they are currently employed.

- If you normally work 20 hours a week, you will be compensated for 20 hours this week.
- If you normally work 40 hours a week, you will be compensated for 40 hours this week.
- If you normally work 46 hours a week, you will be compensated for 40 hours this week, assuming you do not work over 40 hours this week.

I'm paid hourly. Will I be paid for overtime this week?

Overtime will only be paid if the hourly employee actually performs work for over 40 hours this week. **All overtime must be approved by your supervisor before any overtime hours are worked.**

I'm paid hourly. How do I record my time?

All hourly employees should use Kronos to track their hours during this week. Because all employees are required to be "on call and available" for work, hourly employees should log in to Kronos for their normal business hours, including taking time for appropriate breaks and clocking out for lunch break.

I'm an exempt employee who is paid a salary. Will I be paid this week even if I don't have any remote work to do?

Yes. Because all exempt employees are to be "on call and available" for work during normal business hours this week, whether an exempt employee actually performs work or not, they will be paid for the business hours for which they are currently employed.

I left something in my office that I need. Can I go to campus and get it?

Yes. During this remote working week, employees who need to access campus to retrieve personal or business-related materials may do so at their discretion. If you need assistance accessing a building or office for this purpose, please contact security at 615.966.7600.