

## EMPLOYEE UPDATE

April 10, 2020

### SUBJECT LINE: Redeployed Work Information, IT Help Desk Information, Lipscomb News

We encourage all employees to regularly check the information posted on the COVID-19 [Employee Information](#) webpage.

In this email, employees will find important news and updates on the following topics.

1. Redeployed Work Information
2. IT Help Desk Information
3. Lipscomb News

#### **1. Redeployed Work Information**

We recently announced that the Lipscomb community would continue to work remotely until April 24. During this time while compensation is continuing, employees are expected to be “on call and available” during normal business hours to accomplish work tasks assigned to them by their supervisor.

During these weeks of remote working, several Lipscomb business units have identified additional work needs and they have requested additional resources to complete their work. When this new work is identified, supervisors across campus are contacted to identify employees who have availability to be reassigned. As a result, **supervisors may reassign employees in their department to work temporarily in other business units.** While this may result in work assignments that are very different from the employee’s regular work assignments, employees will be assigned to work needs that are compatible with the employee’s knowledge, skills and abilities.

Some reassigned work may require employees to return to campus under the “essential” employee exemptions per Executive Orders 17, 22, and 23 issued by Gov. Lee. [Attachment A of Executive Order 22](#) identifies activities deemed as “Essential Services.”

**In cases where employees are required to be on campus, proper protection will be in place for these employees, including but not limited to proper training and issuance of personal protection equipment. In addition, these employees will be given a letter on Lipscomb University stationery to present to any law enforcement personnel should the employee be stopped en route to campus.** Employees are encouraged to keep this documentation with them at all times while in transit to/from work to verify their essential work status.

Employees with questions about the reassigned work should consult with their supervisor. Any additional questions may be addressed to Lynn Chappin in the Office of Human Resources at [lynn.chappin@lipscomb.edu](mailto:lynn.chappin@lipscomb.edu) or 615-966-7015.

## **2. IT Help Desk Information**

As Lipscomb faculty and staff work remotely this month, you may on occasion have questions or technology issues. The Information Technology team is available to help 24/7. Call 615-966-1777 or email [helpdesk@lipscomb.edu](mailto:helpdesk@lipscomb.edu) and someone will assist you.

## **3. Lipscomb News**

Since February, Lipscomb has been hard at work preparing for and managing the response to the COVID-19 pandemic. On Monday you received the April edition of the Lipscomb Now electronic newsletter that featured a number of stories about the impact of COVID-19 on the Lipscomb community and information about how to navigate this time together. [Click here](#) to read more about how Lipscomb has responded to the pandemic over the last two months. Visit [www.lipscomb.edu/news](http://www.lipscomb.edu/news) often to see the latest stories about our community.

The spring edition of [LipscombNow](#) is also available on the Lipscomb News website. We hope you take a few minutes to read about what you and your colleagues have been up to over the last few weeks and months.

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LIPSCOMBLEADS

**Lipscomb responds to COVID-19 pandemic**  
Universities nationwide are responding to the COVID-19 pandemic. See how Lipscomb prepared for and has responded as the situation evolved.



ACADEMICS

**University shifts to digital remote teaching**  
In response to the coronavirus threat, Lipscomb shifts to provide instruction remotely for rest of semester.



STUDENT LIFE

**Students don't have to give up community**  
Office of Student Life is pulling out every digital tool from its toolbox to keep students connected and build relationships.