

PROBLEM: Which policy do we follow for the current pay period (3/8/2020 – 3/20/2020)?

1. We have the normal leave policy, the state-provided COVID-19 leave policy on March 17, 2020, and the federal government Families First Coronavirus Response Act (FFCRA) effective April 2, 2020.
 - a. Normal policy does not provide for the use of leave in advance of accrual, and not all employees accrue leave
 - b. State policy provides for “advanced sick leave” and “administrative leave” for all employees due to COVID-19 outbreak.
 - c. FFCRA provides for “emergency paid sick leave” and “emergency family and medical act” coverage for all employees which effectively negates the state policy on April 2nd.
 - d. Today is the end of the payroll period.
2. Which policy do we follow for the current pay period?

RECOMMENDATION [Approved by President Green 3/30/20] : We follow our normal leave reporting process for the current pay period and ensure that no employee loses gross pay due to an insufficient sick leave balance caused by a COVID-19 related event (following the intent of the state policy) and at the same time implement the FFCRA in advance of April 2nd beginning with next pay period which begins on March 22nd.

SUPPORTING POINTS:

1. The practical beginning for leave issues related to COVID-19 was March 16, 2020, which was coincidental with our spring break. Regular leave plans were already in place for benefited employees and work schedules would not have included as many temporary or student workers.
2. This negates the need to educate employees on a time-reporting system for one or two pay periods only to change to yet another system for FFCRA.
3. April 2nd does not coincide with our pay period schedule meaning we would have two different methods for reporting time inside of a single pay-period; very problematic and complicated.
4. The state is obligated to revise their policy to conform with FFCRA.
5. Our efforts towards telework minimize the risk of paying sick leave.

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