

Business Resumption Information for Supervisors and Staff

What should Supervisors/Managers do?

Supervisors / Managers should **have a list of employees and their contact information** for home **and** work, both in the office **and** at home.

Frequently Asked Questions

Labor and Employee Relations Questions:

Q - Can a supervisor require an employee to go home when they are sick?

A - Yes, a supervisor reserves the right to request a staff/faculty member to leave the office when they are ill and potentially affecting other members of the office with their illness.

Q - Can an employee bring sick children into the office?

A - Staff should use appropriate sick time to care for ill children. It is never appropriate for employees to bring in ill children and potentially expose other employees to the illness. If an employee does bring in their sick child, the supervisor reserves the right to send the employee home.

Q - Can I order my staff to come in?

A - Staff can be directed to come in to work. If an employee states that s/he cannot come in, the matter should be handled as a leave request. Supervisors should follow their normal protocol in approving or denying the requested leave.

Supervisors can also require employees to work overtime. In all instances, supervisors should follow the overtime provisions set forth by the Department of Labor, Fair Labor Standards Act.

Q - What are the consequences if staff do not come in to work?

A - Supervisors should handle this on a case-by-case basis and exercise good judgment. In this instance, supervisors may have to balance the personal needs of the employee with the needs of the department.

If a supervisor does not grant the employee leave, the employee will be considered absent without approval and will not be paid for the time. The decision whether or not to take formal disciplinary action is a decision to be made on a case-by-case basis in consultation with Human Resources.

Q - Can staff be required to perform work normally performed by employees in other classifications?

A - Yes, if they possess the necessary skills, knowledge and ability and meet all other requirements of the position.

Q - Will special consideration be made for people who are caretakers of children or the elderly?

A - Supervisors should take such demands into consideration, but may require some proof or written documentation that the employee is required to be present and be the caregiver. It may be that the supervisor and the employee can reach some agreement regarding hours of work or a reduction in time. Again, this should be handled on a case-by-case basis.

Q - Can staff use vacation time if they do not come in?

A - Staff can use accrued vacation time off if approved by the supervisor in accordance with University policy. Operational needs will need to be taken into consideration when granting any type of leave.

Q - *How do we account for staff's time?*

A - Supervisors and managers should follow departmental procedures. Supervisors or managers with questions regarding hours of work, leave of absence, vacation and sick leave should consult with Human Resources.

Q - *Can staff work alternative work schedules?*

A - The supervisor and division head in accordance with departmental and divisional business operations must approve all alternative work schedules.

Q - *Can staff change their work schedule?*

A - Changes in work schedule must be approved by the supervisor and if permanent, must include the division head, in accordance with departmental and divisional business operations.

Q - *Can we require employees to work overtime?*

A - Employees can be required to work overtime. Management has discretion to assign overtime as they deem necessary.