

March 20, 2020

Dear Administrator and Staff Employees,

As outlined in Sr. Mary Eileen O'Brien's letter of March 20, Administrators and Staff will work remotely wherever possible. Offices and support services will be accessible via phone, email, and/or online.

***By now, your supervisor/VP should have contacted you to determine the logistical plan for how your job duties will be performed from now through end of the undergraduate spring semester. Please ensure that you follow the guidelines set forth.***

***If you have not received direction, contact your manager directly. If the manager has not received direction, contact your area Vice President.***

Please be patient with each other as we move through this unprecedented and fluid situation. The College leadership is working hard and furiously to keep up with an ever changing environment.

There are no current plans to change staffing levels at this time. For the foreseeable future everyone will be paid. The Vice President in each area has determined that every employee has the ability to work remotely and will be paid as usual.

#### **How will I properly document my work hours if I am working remotely?**

- Employees using timesheets in Dayforce should continue to input their time. Managers must continue to authorize. Failure to do so could result in delay of payment.
- Employees who do not use timesheets should advise their manager if they do not work their full work schedule.
- Employees should continue to utilize Time Away From Work in Dayforce if they are requesting time away from work such as Vacation, Personal and Sick time.

#### **If I need to self-quarantine, what type of leave is available to me?**

- If you are sick with COVID-19 you should not be working unless your doctor has instructed differently. If you are asymptomatic the College will make every effort to provide remote access for those individuals whose work can be performed at home.
- If you cannot work, you may utilize your sick time, if available.
- If you have no sick time available; under the U.S. Families First bill passed on 3/18/20 employees who must self- quarantine are entitled to:
  - 100% of their normal salary for 2 weeks up to \$511/week
- Please contact Human Resources at [marybeth.broderick@dc.edu](mailto:marybeth.broderick@dc.edu)

**If I need to care for a family member with COVID-19, what type of leave is available to me?**

- If you have authorization to complete your work remotely from your VP, you can continue working.
- If you cannot work, you may utilize your sick time, if available.
- If you have no sick time available: Under the U.S. Families First bill passed on 3/18/20, employees who must care for a family member with COVID-19 are entitled to:
  - no less than two thirds of their regular pay rate. (up to \$200 per day), for 10 weeks.
- Employees may also be eligible for Family Medical Leave under Dominican College policy.
- Employees should contact Human Resources at [Marybeth.broderick@dc.edu](mailto:Marybeth.broderick@dc.edu) if they need to take leave.

**As an employee who can I speak to if I'm feeling stressed and overwhelmed?**

- Dominican College provides all employees, their spouses, dependents, parents and in-laws with access to an Employee Assistance Program (HigherEdEAP) at no cost. To access this program, you may call 1-800-252-4555 or visit their website at [www.higheredeap.com](http://www.higheredeap.com). Services are available on a 24/7 basis.

Below are links that may be helpful to you about COVID-19.

The following resources provide additional information about COVID-19:

[New York State Department of Health](#)

[New York City Health Department](#)

[Centers for Disease Control and Prevention](#)

[World Health Organization](#)

[Rockland County Department of Health](#)

