

**Employee Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated 6.12.2020**

Coronavirus Protocols

- 1) If I start to have COVID-19 symptoms while I'm working at home, do I still need to contact anyone from LTC?**

Yes, the college wants to be aware of anyone experiencing symptoms, whether it be you or anyone in your household. The "COVID 19 Fact Sheet CDC" poster provides an overview of the coronavirus. Please contact the College Nurse, Renee Bruckschen at 920-693-1111 or via email at Renee.Bruckschen@gotoltc.edu.

- 2) What is the proper wearing, washing, frequency, and use for my face covering?**

According to the Centers for Disease Control and Prevention (CDC), cloth face coverings should

- fit snugly but comfortably against the side of the face*
- be secured with ties or ear loops*
- include multiple layers of fabric*
- allow for breathing without restriction*
- be able to be laundered and machine dried without damage or change to shape*

A washing machine should suffice in properly washing a face covering. The face covering should be routinely washed depending on the frequency of use. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

["Use of Cloth Face Coverings to Help Slow the Spread of COVID-19"](#)

- 3) I have travelled recently, do I still need to self-quarantine?**

No, unless there is known contact with someone who has COVID-19, you do not need to self-quarantine.

- 4) Do we need anything in writing after discussing our high-risk request to stay home and it has been approved by our supervisor?**

Yes, if you are considered in a higher risk population according to the [CDC](#), you are required to provide Human Resources with a note from a medical provider. Accommodations will be allowed to the extent possible for the employee to work from home.

Leave

- 5) Will non-faculty positions continue to be paid?**

*Yes, but **starting July 1**, only for work performed. Non-faculty will need to take leave pursuant to our leave policy if they are not assigned enough work to fill their normal workweek. Once available leave has been exhausted, unpaid leave will need to be taken or you will need to apply for the Family First Act, if applicable. Please contact HR for more information.*

- 6) What are the expectations surrounding the leave I have available?**

For those who are eligible for leave, the existing process should be followed: Prior approval from your supervisor is required.

**Employee Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated 6.12.2020**

If there is no work, eligible leave can be taken:

- *Voluntary Unpaid Leave (for those already requested & approved)*
- *Non-scheduled/non-contract leave (as applicable)*
- *Floating holiday*
- *Vacation*

Other leaves must be used for their intended purpose:

- *Paid Leave of Absence (sick)*
- *Personal*
- *These hours cannot be used for lack of work*

7) If I am a new employee and I do not have leave, can I use leave starting July 1?

Yes, our leave is front loaded so it is available to use. However, there is plenty of work to do on campus. If you separate from the college prior to the end of the fiscal year, you may owe for time taken that had not yet been earned.

8) What if I run out of leave?

You will be required to take leave without pay if you have exhausted your available leave, or apply for the Family First Act, if applicable. Please contact HR for more information.

9) What is the Families First Coronavirus Response Act (FFCRA)?

The FFCRA provides employees with paid sick leave and expanded family and medical leave for specific reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020. The FFCRA temporarily amends the FMLA to provide employees of employers with fewer than 500 employees and government employers who have been on the job for at least 30 days with the right take up to 12 weeks of job-protected leave for Public Health Emergency Leave. To qualify for Public Health Emergency Leave, an employee must be unable to work or telework due to a need to care for the son or daughter under 18 years of age because the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

Please refer to the "[Families First Act Employee Rights](#)" for more detail. For additional information, contact Human Resources.

Please be reminded that our existing FMLA leave policy and other college leave policies still apply to all other leave beyond that covered by the FFCRA.

10) I have children at home, which is making it difficult for me to follow my regular work hours, what should I do?

Employees are expected to be accessible during normal business hours. If childcare makes this not practical you will need to apply for the Family First Act, if applicable. Please contact HR for more information.

11) I am a part-time employee who does not accumulate any leave, will I still be paid?

**Employee Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated 6.12.2020**

Only for work performed, or apply for the Family First Act, if applicable. Please contact HR for more information.

12) NEW: Can an employee work 4 – 10 hours days and then have Friday or another day off?

No, it is the expectation that you are available during your normal business hours. Vacation time can be used if you desire to take Friday or another day off. The new fiscal year starts July 1 and vacation time is front-loaded for the entire fiscal year at that time to those employees eligible for leave. The college has communicated that Fridays will not be off in summer given the impact COVID-19 has had to students and delaying the completion of their courses.

13) NEW: I am an exempt employee, can I use my Paid Leave of Absence (PLOA) hours in one hour increments?

Yes, the college has made the decision to allow exempt employees to use their PLOA time in one hour increments, effective July 1, 2020.

14) NEW: I am an hourly employee, when should I enter my July 3 holiday in the electronic timesheet?

You will need to wait to enter this holiday until Lisa Kwarcianny sends out an email informing you that these leave balances are available. All leave balances will be updated on or before July 22, 2020.

15) NEW: I have exhausted my vacation for fiscal year 2019-2020, when will I be able to enter my new hours for next fiscal year?

For those that have exhausted their vacation, Lisa will populate your vacation to be available by July 1, 2020. All other leave balances will be updated on or before July 22, 2020.

Student Workers

16) Will student workers still be paid?

Starting July 1, student workers will only be paid for hours actually worked, or they need to apply for the Family First Act, if applicable. Hours must be worked on campus.

17) Can student workers work remotely?

After July 1, student workers are not allowed to work from home, they must work on campus.

Work Expectations

18) How may my time be reallocated?

An employee's time may be reallocated doing some of the following job functions:

- *Temperature takers*
- *Assistance with regular call campaigns*
- *Provide wipe-down services in high traffic areas*
- *Campus signage updates as directives and recommendations change*
- *Monitoring buildings for compliance*

**Employee Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated 6.12.2020**

- *Assistance in areas which are overwhelmed by additional work this pandemic has caused*

19) As an exempt employee, if I work over the weekend or after hours, can I take off during the week?

As an exempt employee, you are expected to work at least 40 hours during regular business hours unless your supervisor has previously approved a change. If you want to take time off during the week, applicable leave will need to be entered. Examples of this are as follows:

- **I have a student who emails me at 11:00 pm. Am I expected to respond?**
This reply could wait until the next morning
- **I worked at a college event on a Sunday, from noon-4:00. Can I take off Monday morning without entering leave?**
No, not unless your supervisor had approved this prior.

20) What if an employee refuses to work?

The supervisor should have a crucial conversation about the refusal of work; this could lead to employee progressive discipline.

21) Do hourly (non-exempt) employees have to take a lunch?

As outlined in LTC's employee handbook, non-exempt (hourly) employees working more than six (6) hours per day will take a one-half hour unpaid meal period. In the event an employee works through their lunch, the employee will be paid accordingly. It is the supervisor's responsibility to ensure a lunchbreak can be taken when the employee will be working more than 6 hours.

22) Will the campus be closed on Fridays this summer?

No. The college will be open on a limited basis to support students, faculty, and our community.

23) When will we observe the July 4 holiday?

Since July 4, 2020 is on a Saturday this year, the college will be closed on July 3, 2020 in observance of this holiday.

24) Is there any guidance going to be released to staff who may not have childcare for the Fridays that were planned to have off?

Employees can request time off from their supervisor and use applicable leave per the normal process.

25) As I work from home, what are the expectations of me in doing so?

- *Be accessible during business hours*
- *Continue to perform your job functions*
- *Communicate with your supervisor*
- *Continue to follow the guidance on [Protection of Sensitive Information](#)*

26) What if I need in-person technology support?

The Help Desk will operate remotely so you can continue to contact them at 920-693-1767 or at LTChelpdesk@gotoltc.edu for assistance.

**Employee Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated 6.12.2020**

27) NEW: When should I set my out of office (automatic replies)?

- Only use an out of the office messages if you are going to be out of the office for more than a day and will not be accessible.
- Here is an appropriate out of the office message:
 - “Thank you for your email. I am out of the office until [insert date] and will respond to your email when I return. If you need immediate assistance, please contact [insert contact information].”
- Do not set up an automatic reply stating you unavailable for select hours during a day.
- Do not set up an automatic reply stating why you are unavailable.
- Do not set up an automatic reply stating you are working from home or remotely.

28) NEW: What are the dress guidelines?

Whether you are working remotely or on campus, the following are some “Dress for Your Day” guidelines (this is not a definitive list):

Pants (Appropriate): Dress pants, khakis, or corduroys, suit pants, jeans (clean and free of rips, tears, fraying; not excessively tight, revealing), capris

Pants (Inappropriate): Sweatpants, exercise apparel, shorts, short skirts, ripped pants of any kind, low-rise

Tops (Appropriate): Polo collared shirt or golf shirt, LTC logo shirts, button down shirts, sweaters, short-sleeve blouses or shirts, turtlenecks, blazers or sport coats

Tops (Inappropriate): Shirts with offensive or large non-LTC logos, t-shirts or sweatshirts without LTC logos, beachwear, tank tops, exercise apparel, tops showing midriffs

Shoes (Appropriate): Loafers, high heels, dress sandals with heel strap, deck shoes or dress boots, casual, low-heel, open back shoes

Shoes (Inappropriate): Flip flops, athletic or tennis shoes (unless department specific), construction boots (unless department specific), slippers

Daily Log

29) What is the purpose of the Daily Log?

To bridge the gaps for positions who need work, and balance those with heavy workloads.

30) What is Daily Log intended for?

- For employees to have meaningful and impactful work to fulfill their hours
- To maximize our labor force to capacity to meet the mission and goals for the college
- To remain good stewards as a publicly funded institution
- To provide a review of employee resources and determine where time is being dedicated and if needed, reallocate the time to meet the needs of the college

**Employee Frequently Asked Questions Related to
College Operations Post-07/01/2020
Updated 6.12.2020**

31) What is it not intended for?

- *This is not an audit that will be used for budget cutting purposes*
- *We are not trying to get people to use up their vacation*
- *This is not a roadmap to reallocate job functions or to determine division future activities*

32) Do student workers also need to complete a Daily log?

Yes.

33) As an exempt employee, can LTC require me to complete a Daily Log?

Yes. Tasks can be assigned at the discretion of the employer.

34) I already keep track of my work in a different format, do I need to use the Daily Log template provided?

Yes, the same format allows easy review by supervisors and leadership team members.

35) How can I pin my log through OneDrive as a favorite?

- *You have your Daily Log in OneDrive*
- *Click on the "Favorite" star and it will be added to your list of favorites*
- *This short video may also be helpful "[Pinning a file as a favorite in OneDrive](#)"*