

STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – March 22, 2020

Team LTC,

I hope everyone is doing well. At the Carlsen household, we have been playing board games, building forts, taking walks, cleaning up, and ordering take out.

Here are today's items of note:

- We are all working, our work just looks a little different. Accordingly, all employees will be compensated, and benefits will continue through June 30, 2020. Payroll will continue to be processed semi-monthly as scheduled and employees will be paid via current payroll practices. There is plenty of work to be done. Reach out to your supervisor if you are running out of things to do. However, if you are not working your normal number of hours in a week, you will need to take leave. Reach out to Human Resources if you either do not accumulate leave as part of your position, or if you do not have enough leave, and they will work with you on a solution. More information will be included in expanded FAQs which will be sent via email tomorrow (Monday).
- Several states have ordered citizens to shelter in place. Under these orders, citizens cannot leave their home for anything other than essential functions. We have been preparing for this potential scenario as we continue to move our services online. We will comply with any order to shelter in place by simply closing all college facilities to all personnel (currently we are only allowing a very limited number of staff on campus). All online courses and online student support services would continue to function.

Let me know if you have any questions.

Thanks, Paul