

STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – May 28, 2020

Team LTC,

We continue to prepare for the reality college operations will be impacted by this pandemic well into the future. As a result, work responsibilities may look different as we begin a new academic year. We have been identifying job functions needed in the future which never crossed our minds pre-pandemic - we need temperature takers, assistance with regular call campaigns, individuals to provide wipe down services in high traffic areas, campus signage updates as directives and recommendations change, buildings monitored for compliance, and assistance in areas which are overwhelmed by additional work this pandemic has caused. As we kick off a new fiscal year on July 1, we will be calling on management and support staff to assist with these functions as needed.

We are cognizant some management and support staff have certain job functions they can no longer do with limited in-person operations continuing through at least the fall. It is our hope, though not a guarantee, the new job functions, described above, will provide management and support staff who are not at full work capacity the potential to get there. To support these efforts, all team members who manage people will be receiving training to identify current work capacity within their reporting structure and find meaningful opportunities to bring everyone to full capacity. Effective July 1, those who are unable to work at full capacity will be required to take leave when they are not working. Leave must be approved and follow our normal leave policies. Once all leave is exhausted, unpaid leave will need to be taken in lieu of working. An FAQ on this will be available to all management and support staff team members in the near future.

Thanks, Paul