

## MODIFIED STAFF PRACTICES DURING COVID-19 (Coronavirus)

### Employee Designations

## Overview

Given the rapidly evolving and unprecedented circumstances of the COVID-19 global health crisis, the College continues to implement changes to academic and business operations aimed at facilitating social distancing by dramatically reducing the number of people on campus to mitigate the possible spread of the disease. Measures include shifting to remote learning for the duration of the spring 2020 semester, resulting in significantly fewer students on campus and enabling us to adjust our approach to work that needs to continue to support core college functions and maintain business continuity. That includes moving staff members to remote work wherever possible, adjusting schedules and the distribution of hours in certain areas as necessary, and implementing interim practices to account for staff members for whom work might not be available during certain times of this modified period of operations.

Swarthmore is committed to the health and well-being of its entire community, and as staff members of the College, we have a commitment to one another to meet this challenging moment by continuing to support Swarthmore's mission and sustaining critical operations in the months ahead.

The College will regularly reassess this ongoing public health crisis to determine what, if any, additional changes may be required following the end of the spring semester.

## Employee Designations

During this period of modified operations, we are classifying staff members into the following categories:

- [Essential — must report to campus to perform job responsibilities](#)
- [Essential — must report to campus sometimes to perform job responsibilities and can work remotely the rest of the time](#)
- [Essential — must report to campus sometimes, but reduced hours may be appropriate given the reduced number of students on campus](#)
- [Essential — can work fully remotely](#)
- [Not essential at this time — can work fully remotely](#)

- [Not essential at this time — cannot work remotely](#)

These designations differ from the typical “essential” and “nonessential” classifications to which we are accustomed. During this period, we will support a significantly smaller on-campus student population than is typical, while facilitating virtual learning and keeping core functions operating for a prolonged period of time.

Please be aware that designations, schedules, and work responsibilities may change as needed, and staff members on paid leave may be called upon at any time to complete essential work in their or another department on campus should the need arise.

### **Essential — must report to campus to perform job responsibilities**

Some or all staff members in certain departments, including but not limited to Public Safety, Auxiliary Services, the Dean’s Office, academic support, Libraries, and Information Technology Services, will be on campus as needed for business continuity and ongoing operations. Staff members who fall into this classification are expected to report to work as instructed, unless they have leave time approved by their supervisor.

### **Essential — must report to campus sometimes to perform job responsibilities and can work remotely the rest of the time**

Similar to the previous category, staff members in this classification will continue to report to work on campus to support the College’s ongoing operations but, due to the nature of their positions, may also be able to perform some work remotely. Individuals in this category must coordinate remote work schedules with their supervisors. These staff members are expected to work full time and be available by phone and email during normal working hours, unless they have leave time approved by their supervisor. Remote work responsibilities may change as needed. Staff members in this category should consider themselves on call during their regular hours and may be expected to return to on-campus work exclusively with little advance notice.

### **Essential — must report to campus sometimes, but reduced hours may be appropriate given the reduced number of students on campus**

Staff members in this classification must report to campus to support the College’s ongoing operations. However, given that operations are modified and that there are significantly fewer students, faculty, and staff on campus, the work available to these individuals may result in

reduced hours. Such decisions will be made by supervisors. Staff members in this category should consider themselves on call during their regular hours and may be expected to return to on-campus work exclusively with little advance notice. The College will continue to pay employees their full base pay this semester.

### **Can work fully remotely**

Regardless of whether a position is essential or nonessential to supporting the College's ongoing operations at this time, if a staff member is able to work fully remotely, then that staffer is expected to work remotely full time and be available by phone and email during normal working hours, absent leave time approved by their supervisor or another authorized exception.

Employees in this category should have already transitioned to remote work, in consultation with their supervisor. Remote work responsibilities may change as needed. Staff members in this category should consider themselves on call during their regular hours and may be expected to return to on-campus work exclusively with little advance notice.

### **Not essential at this time — cannot work remotely**

Employees in this category will be considered to be on paid leave, unless they are scheduled to work, and will be paid their base pay rate for their typically scheduled daily hours through Sunday, May 31, 2020. (For example, if an employee is scheduled to work 5 hours but typically works 10 hours during the academic year, that staff member will be paid for a total of 10 hours — 5 hours of worked time and 5 hours of leave.) Staff members in this category should consider themselves on call during their regular hours and may be expected to return to on-campus work exclusively with little advance notice and/or asked to take on other responsibilities necessary to keep the College operating. Effective June 1, non-benefits-eligible casual employees will be paid for hours actually worked. If work is not available to casual employees, those individuals will not be paid.