Human Resources Division

Frequently Asked Questions

CORONAVIRUS (COVID-19) FAQ

HR 4/22/2020

Q: **Is the San Diego Community College District (SDCCD) open for classes?**

A: Due to the public health emergency caused by COVID-19 (the coronavirus), SDCCD has suspended instruction in-person. As of March 23, 2020, **the majority** of courses have been converted to remote format. SDCCD will not be conducting in-person instruction and all physical locations are now closed to students and the general public until further notice.

Q: **What about employees?**

A: Instructional employees – As of March 16, 2020, SDCCD suspended in-person instructional activities and its physical spaces have been closed to students and the general public. Instructional employees are now engaged in remote instruction as of March 23, 2020.

Non-instructional employees – Unless they have been specifically informed otherwise, are not to report to their physical worksite. Non-instructional employees are to perform tasks specifically assigned to them by their appropriate supervisor from a remote (i.e., non-District) location via appropriate technology.

All employees are required to regularly check their email on a daily basis to see if there are work requests or important information pertaining to their jobs. All employees are expected to respond to calls and requests from their supervisors.

Q: **What should we do if we are feeling ill or think we may have been exposed to the coronavirus?**

A: Per the recommendations of the Centers for Disease Control (CDC) and local health authorities, if you are feeling ill, stay home. If you believe you have been exposed to coronavirus OR you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, call your healthcare provider immediately before going to the medical office, urgent care, or hospital.

In an emergency situation, call 9-1-1. In the meantime, practice self-quarantine to avoid potentially spreading the virus to your friends, loved ones, or the community at large. When possible, inform your supervisor.

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Q: **If I am required to work at a District site and I am unable to secure childcare arrangements for my children, may I bring them to work?**

A: No. Children should not be brought to work. Employees who are experiencing difficulty with school closures and childcare arrangements should notify their supervisor of their inability to come to work.

Q: **Am I required to enter leave if I am unable to work due to a health concern or the need to provide childcare?**

A: Prior to April 1, 2020, you were not required to enter leave in PeopleSoft or use your leave balances if you were unable to perform assigned tasks due to a health concern or the need to provide childcare.

As of April 1, 2020, if you are unable to work, including remotely, due to a health or childcare concern related to COVID-19, you are required to inform your supervisor and submit a request for leave to HR- Employee Services. Please visit the Employee Services webpage to fill out an Employee Request for COVID-19 Related Leave form and view additional information. You may be entitled to Emergency Paid Sick Leave and/or FMLA Public Health Emergency Leave. Based on your qualifying reason for leave, you may need to use your own accrued leaves for compensation.

https://www.sdccd.edu/about/departments-and-offices/human-resources/employee-services-office.aspx

Q: **What if I have pre-approved or assigned vacation?**

A: You may continue to utilize vacation leave as planned. However, if your pre-approved vacation plans have changed due to the virus, you may delete the time entries in PeopleSoft. These deletions will go back to your supervisor for approval and your vacation time will be restored.

Q: **How will I know if I am required to work from home?**

A: All non-instructional employees will be informed by their manager or supervisor if there are critical SDCCD functions they will be expected to perform remotely, and the supervisor will establish a plan for the employee to complete that work remotely. All such work will be task or project-specific, and will not comprise an expectation that the employee work a standard schedule or given number of hours. At minimum, all employees—whether they are assigned critical tasks to complete or not—should continue to check their SDCCD District email on a regular basis each day for updates and information, and to respond to emails as needed.

Q: **If I work outside of my regular scheduled hours, will I receive comp time?**

A: Any requests for overtime must be prior approved by an employee's supervisor. During this time, there is no expectation for overtime

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Q: **What if there are critical functions associated with my position that <u>must</u> be physically performed at a SDCCD location?**

A: Speak directly with your manager or supervisor to determine an appropriate plan of action.

Q: **If we cannot work from home, will we still be paid?**

A: Yes. Employees will not lose any scheduled pay due to the shutdown, regardless of whether they are asked to work from home. All employees should continue to check their SDCCD District email on a regular basis each day for updates and information, and to respond to emails as needed.

Q: **What about NANC employees?**

A: Supervisors should enter and approve NANC employees' regularly scheduled hours (i.e., the hours it is anticipated they would have worked if the health crisis had not occurred), within PeopleSoft.

Q: **How long will this last?**

A: Because this pandemic is new territory for all of us, we do not have a firm notion of when it will end or when restrictions will lessen. Students and employees should be prepared to continue this present pattern of online instruction and remote operations throughout the spring semester. Because the deadline date for planning the Summer Session is nearing, it was determined that we should plan to offer summer classes completely online. It is important to have a firm plan in place since this is a time of great uncertainty and there are concerns that the virus may abate in late spring only to spike again in late summer. We want to be sure to support the social/physical distancing requirements.

SDCCD will continue to provide updated information to all employees. All employees are asked to check their SDCCD District email on a regular basis each day for updates and information, and to respond to emails as needed. All employees are asked to ensure that their managers and supervisors are in possession of a means to contact them alternatively in the event of an interruption to the District's email system.

Q: **What is happening with campus events?**

A: As of March 16, 2020, all on-campus events have been cancelled until further notice. If you have questions about whether an event is taking place via a remote methodology, please contact the event organizer.

Q: **What if I have questions regarding any aspect of my employment (e.g. Employment, Employee Relations, Compensation, Classification, Benefits, Legal/EEO, Payroll, Payroll Accounting, Retirement Services)?**

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A: Send any questions to the following email address, which will be consistently monitored during any closure: sdccdhr@sdccd.edu.

You can also find valuable information about COVID-19 from VEBA, OPTUM and more at our Benefits website, https://www.sdccd.edu/about/departments-and-offices/human-resources/benefits/

Q: **What is the contact information for employment verification requests?**

A: Verifications of employment are now being performed through The Work Number (www.theworknumber.com). If a requestor needs additional information, they can contact Payroll at, hrpayroll@sdccd.edu .

Q: **What if I have questions regarding Risk Management issues (e.g., workers' compensation, liability/district property claims, etc.)?**

A: Send any questions to the following email address, which will be consistently monitored during any closure: sdccdriskmanagement@sdccd.edu.