

**UPDATED COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS**  
**WESTERN CAROLINA UNIVERSITY**  
**EFFECTIVE APRIL 1 – APRIL 30**

The following guidelines cover the period of April 1, 2020 thru April 30, 2020 and expand on the [“March 18 - March 31 guidance”](#) currently in place. During this timeframe only those WCU employees designated as “mandatory” and who have the approval of their supervisor should report to their designated campus work stations. ALL other employees are directed to NOT report to work onsite and are expected to telework if feasible given the nature of their position duties. In those instances where telework may not be feasible or where a WCU employee may be unable to work due to child care or specific health concerns, the UNC System has approved the following special leave provisions. Specific questions regarding status as “Mandatory” or “Non-Mandatory” should be directed to the appropriate supervisor. **PLEASE NOTE: Employees’ status may change as a result of this new guidance. Supervisors will notify employees of any status changes.**

**Mandatory and Non-Mandatory WCU Employee Designations**

- **Mandatory employees are those WCU employees who are directed by their supervisor to work at specific dates and times at a designated University worksite other than their personal residence and in most circumstances are not eligible for telework options.** Such employees have been deemed essential to work on-site during the COVID-19 event and include, but are not limited to, positions that relate to: public health and patient care; public safety; operation of critical infrastructure and facilities; operation and safety of sensitive research labs; the care of persons or property for whom the University has a duty to continue to serve; and remaining onsite student and instructional support services. **Mandatory designations may be changed by the University at any time due to the ongoing operational needs of the University and COVID-19 developments.**
- All WCU employees who have not been directed by their supervisor to work on-site at any particular date and time will continue to be assigned work and are expected to telework, if feasible, given the nature of their position and duties. **WCU Employees who are not designated as “Mandatory” MUST NOT report to their on-site work location until otherwise notified.** The University may also reassign an individual to complete other work assignments that are not part of their normal duties and responsibilities if deemed necessary.
- Special consideration will be given to mandatory WCU employees who are determined to be “high risk” for contracting COVID-19 (i.e., over 65 years of age; have underlying health conditions, including heart disease, lung disease, or diabetes; or a weakened immune system) or who are providing care to someone at high risk. **Supervisors will allow these WCU employees to telework or apply other special leave provisions outlined below, as deemed appropriate.**
- Non-mandatory WCU employees are those employees who have **not** been directed by their supervisor to report to work onsite at any particular date and time. **Non-mandatory employees will continue to be assigned work and will be expected to telework if feasible given the nature of their position duties.** If not, special COVID-19 leave provisions will apply.

**Special Compensation or Equivalent Compensatory Time Provisions for Mandatory WCU Employees**

- **Effective April 1, 2020,** SHRA and EHRA mandatory WCU employees will receive added compensation for hours required to be worked at a designated University worksite other than their personal residence, and only for those specific dates and times that such on-site work is required; off-site (teleworking) hours will NOT be subject to these added special compensation provisions.
- **Hourly (FLSA non-exempt) mandatory WCU employees** will receive 1.5 times their hourly pay rate or equivalent compensatory time for all hours worked on-site. Those employees who work in excess of 40 hours per work week will also receive overtime compensatory time off at 1.5 hours for each hour worked over 40, per federal overtime rules.

- **Salaried (FLSA exempt) mandatory WCU employees** will receive 1.5 times their hourly pay rate or equivalent compensatory time for up to 40 hours worked on-site in a work week.
- **The following positions, even if designated mandatory, are excluded from these specific compensation provisions:** Tier I and Tier II senior academic and administrative officers, faculty, physicians, directors and deputy directors of major institution-wide or school-wide functions and centers, department heads, coaches and athletic administrators, and highly compensated individuals not otherwise indicated. Consult your supervisor if you have any questions about these exclusions.
- Further details on how WCU will provide the additional compensation or equivalent compensatory time resulting from COVID-19 will be forthcoming soon.
- **These special compensation provisions will be subject to re-review as of April 30, 2020 taking into account continuing developments regarding COVID-19 and the availability of funds.**

#### **COVID-19 Special Leave Provisions for WCU Employees (including temporary and student employees)**

***Note: While supervisors will give every possible consideration to individual personal circumstances, WCU has the discretion to deny or defer special leave provisions (below) for mandatory employees whose presence is determined necessary to address urgent public health, public safety, or critical infrastructure needs.***

- WCU employees who cannot work because they have childcare or eldercare needs due to COVID-19-related facility closings will receive paid administrative leave for the period of time they are unavailable. **If more than one person in the household is a state employee, then both employees are expected to work with their supervisors to determine how to allocate paid administrative leave to avoid inappropriate overlap of leave usage.**
- WCU employees will receive paid administrative leave if they cannot telework because their position and duties cannot be performed remotely, and reasonable alternate remote work is not feasible or productive.
- WCU employees who are sick due to symptoms of a cold, flu, or COVID-19 or who are caring for a dependent with such symptoms will receive paid administrative leave. All other absences will utilize regular forms of leave such as sick, vacation, and bonus leave, or shared leave if approved.
- WCU employees who were on other pre-approved leave or are unavailable for reasons other than provided for in the special COVID-19 provisions must use available and applicable leave types; e.g. vacation leave, parental leave, bonus leave, compensatory time, or take leave without pay.
- For temporary or student WCU employees with fluctuating schedules, paid administrative leave will be applied, but consideration should be given to the employee's average hours per week over the course of a month. In no case shall paid administrative leave exceed forty hours per week.

#### **Examples**

*Mike's supervisor directs him to report to work on-site Tuesdays and Thursdays from 9 to 5. Mike is a mandatory employee for those hours, and a non-mandatory employee for the remainder of the week. When Mike is not onsite, he will be expected to telework or use available leave, including special leave provisions as noted above if applicable. When Mike is onsite, he will be eligible for COVID-19 added compensation of 1.5 times his hourly pay rate or equivalent compensatory time for all hours worked on-site.*

*Kim is a non-mandatory employee and a single parent to a kindergarten-age child. With the closure of the public schools, Kim is the sole caregiver to the child during the day. Kim cannot telework during the day due to childcare responsibilities arising from COVID-19 facility closures, but Kim can complete some of her work duties by teleworking. Kim arranges with her supervisor to telework 20 hours per week outside her regular work schedule and with supervisor approval will be eligible to receive 20 hours of paid administrative leave for the period of time dedicated to childcare.*

*Terry is a non-mandatory employee who is assigned telework. After two days of working from home, Terry has an accident resulting in injuries that require hospitalization. Because Terry is unable to work during this time due to non-COVID-19-related health issues, Terry must take sick leave for the time they were unable to work.*

*Pat is a mandatory employee who has been assigned to report to work on-site at a particular date and time. Pat is 65 years old and has an underlying lung condition. Because Pat is in a high-risk group for COVID-19 infection, special consideration will be given to allowing a telework arrangement, if feasible; if teleworking is not an option given the nature of the work, then Pat will be granted paid administrative leave.*

*Sam is a temporary employee who averages about 15 hours of work per week. Sam's duties cannot be performed remotely and are not considered mandatory. Sam will receive paid administrative leave for their regular hours of work using 15 hours per week.*

***Note: The above are special emergency provisions authorized by the interim president of The University of North Carolina in response to the COVID-19 event. These provisions supersede all regular policies and are subject to modification or discontinuation by the interim president at any time based on COVID-19 developments, executive order, and the operational needs of the University. Special paid administrative leave provisions are per the employee's regular work schedule (or typical work schedule for temporary employees as determined by management) and do not include overtime or other special pay provisions. Where noted as the Chancellor's discretion, this includes authorized designees.***