

Update: Telework Procedures, Pay and Access to Campus

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Office of Human Resources



March 20, 2020

Dear Howard University Staff and Faculty,

This is an update to the communication we provided on Friday, March 13, 2020. As you are aware, much has changed since we published this original message. Therefore, we will continue to update you on a regular basis.

NOTE: Please be informed that for the pay period beginning March 15 and ending on March 28, all employees, including wage employees, will be paid for eighty (80) hours.

However, if you are a **wage employee**, for the pay period ending March 14, 2020, you will be paid for actual hours worked between March 1 and March 14, 2020. You will be paid for this time period on Friday, March 27, 2020.

Providing a healthy and safe workplace continues to be a top priority for Howard University particularly during this complex, COVID-19 outbreak and spread. As we announced, we are implementing an Emergency Telework Procedure to maintain business continuity as our students continue their semester in a virtual learning environment. This is an emergency procedure that will take effect on Monday, March 23, 2020 and will be re-assessed and updated on Friday, March 27, 2020.

NOTE: Based on our emergency teleworking arrangement and the required social distancing, we need to limit staff on campus. Therefore, we will provide you with the opportunity to retrieve necessary items from campus over this weekend (Saturday and Sunday) March 21 and 22 between the hours of 9 a.m. and 5 p.m. by requesting and gaining approval from your manager, your Dean or Cabinet leader. Again, please practice social distancing.

Eligibility

This procedure will be in effect for **regular full-time and part-time, non-faculty, non-essential and non-student employees.**

Emergency Telework Procedure

Beginning Monday, March 23, the university is moving to a virtual learning environment for our students and, subsequently operating within an emergency telework environment. These important steps are being implemented to minimize the possible transmission of COVID-19 and promote the best practice of social distancing. In support of the fluidity surrounding efforts to combat the COVID-19, we are encouraging telework for non-essential Staff for an extended period to be communicated by the University.

NOTE: Those staff who are designated as essential will be directed by your manager as to when, where and how you are to access campus to perform your duties and responsibilities.

We are working on tried and true teleworking tips on how to be productive in this new model. We will provide these tips as they become available. In order to transition to remote work, please work with your managers to ensure access

to remote connectivity.

Essential items include:

- Laptop
- Email Access
- Data Connectivity
- Call Forwarding
- Essential Documents
- Database Access

ETS has provided guidance on [Establishing Remote Access](#) which can be viewed this link.

Telecommuting Guidelines

- Telecommuters are expected to adhere to University rules, regulations, policies and procedures regarding security and confidentiality.
- Telework must take place during Howard University operating hours in accordance with the [Howard University Employee Handbook](#). All exceptions must be approved in writing by managers.
- You are required to be available during telecommute hours to supervisors, co-workers and others for HU business. This includes frequently checking and responding to any voicemails, Skype messages, phone calls, and/or email messages.
- Complying with any other office requirements, such as changing voicemail messages to include instruction on how you may be reached during established work hours, etc.
- Ensuring that appropriate time is entered into the University's time and attendance system or timely reporting time and attendance to his/her supervisor or manager.
- Managers may implement additional telework parameters at their discretion with 24 hour written notice to the employee.
- Managers are responsible for ensuring staff accountability for hours worked and determining if work output is acceptable for hours worked.
- Leadership reserves the right to edit, adapt or terminate this procedure at any time.

NOTE: Implementation of any future telework procedures will be at the discretion of the University.

Leave

All employees must still request annual leave in writing at least 5 days in advance and sick leave prior to scheduled reporting time. An employee may not take leave until the leave request has been approved by their manager. All managers, supervisors and employees are expected to request, approve, report and use leave in accordance with the guidelines outlined within the [Howard University Employee Handbook](#).

The President and I continue to be humbled by your dedication and commitment. We appreciate your flexibility and adaptation in this trying moment.

Excellence in Truth and Service,

Larry A. Callahan, MA
Associate Vice President & Chief Human Resources Officer



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