

NDSU GUIDANCE ON HUMAN RESOURCES POLICIES RELATED TO COVID-19

Supervisor FAQs Regarding COVID-19

SUPERVISORS

(Updated 9/29/2020)

If I have an employee that uses COVID leave under the Families First Coronavirus Response Act (FFCRA), how is this funded?

The department of the employee will be required to fund this, as it is not something that is covered under the CARES Act or FFCRA.

(Updated 8/11/2020)

Am I or any of my employees permitted to telework?

More information can be found on this process within our policy area at:
<https://www.ndsu.edu/hr/mgrtoolbox/telecommuting/>

An employee of ours has tested positive for COVID-19 or is suspected/presumed positive for COVID 19. What can tell other employees? What action should be taken with their coworkers?

You can anticipate that other employees may have heard about, or suspect that, someone is out sick with the COVID-19 related illness, and may be concerned about it. You should inform fellow employees of their possible exposure to COVID-19 in the workplace and acknowledge that there is an individual in the department who has tested positive for COVID-19, **without identifying the individual**. You may also inform employees that an assessment will be undertaken to determine if there is indication for quarantine or further notifications as a precautionary measure. In the meantime, you should let them know the health department will contact those considered to be close contacts to the person testing positive through the contact tracing process.

One of my employees contacted me to notify me in doing their health self-assessment in the morning before coming to work they realized they have a fever of 101 degrees. What should I advise them to do?

Since a fever above 100.4 degrees is a possible Coronavirus symptom, advise the employee to stay home. The employee can utilize sick leave and if it develops in to a COVID category, they may be able to use COVID leave.

The EEOC has confirmed that a supervisor can inquire into an employee's symptoms, even if such questions are disability-related, as you would be considered to have a "reasonable belief based on objective evidence that the severe form of pandemic influenza poses a direct threat." Inquiries into an employee's symptoms should attempt to distinguish the symptoms of COVID-19 from the common cold and the seasonal flu. Remember that you must maintain all information about employee illness as a confidential medical record in compliance with the ADA.

(As of 3/27/2020)

Can I ask an employee if he or she has COVID-19?

Supervisors can ask an employee how he or she is feeling in general but should not inquire about a specific illness as that could rise to the level of disability related inquiry under the ADA.

How can I prepare my team for being impacted?

There are a number of ways in which you can prepare for the potential onset of COVID-19 on campus, which includes:

- Keep up with the alerts the University is posting on the COVID-19 websites
 - https://www.ndsu.edu/police_safety/covid_19_preparedness_and_response
 - https://www.ndsu.edu/faculty_staff/fall_2020_plan
 - https://www.ndsu.edu/admission/fall_2020_plan
- Encourage employees to work with you if they have special circumstances or needs so you can support them accordingly as the situation develops.
- Ensure all employees have access to these FAQs.
- Make future contingency plans that would enable employees to work from home should it become necessary, such as ensuring they are set up with the proper technology.
- Establish lines of communication to update employees on any operational changes within the university.
- Remind employees of the importance of treating all people with respect and address any issues of discrimination or harassment consistent with Policy 156 <https://www.ndsu.edu/fileadmin/policy/156.pdf> as a result of COVID-19.

What should we do if our university/department is exposed to COVID-19?

Standard leave policies and reporting procedures apply. Remind all employees to contact their supervisor. We will need to consider how to communicate with the individual's colleagues while maintaining confidentiality. Please discuss this with your HR Partner.

What should we do if schools and daycares have closed?

Standard leave policies and reporting procedures apply. Remind all employees to contact their supervisor. Telecommuting may be approved by the manager if appropriate. (Also refer to the Families First Coronavirus Response Act on the Human Resources website) <https://www.ndsu.edu/hr/>

Can exempt staff with no leave time go unpaid?

Any work performed during the week entitles the employee to a full week's pay (supplemented by leave time when available). Exempt employees can only go unpaid if no work has been performed for an entire work week (Sunday-Saturday). Please contact the HR office for advice.

Should I require employees to provide FMLA documentation?

Yes, we will need the new FMLA form to request leave under HR 6201, which is located on the HR website. <https://www.ndsu.edu/hr/> The new emergency leave is an FMLA event that we keep track of.

Can an employee refuse to report to work due to fear of contacting COVID-19?

NDSU is working diligently to minimize the risk of exposure for all employees. Supervisors are encouraged to speak with employees regarding any concerns they may have about their safety in the workplace and communicate the steps the university is taking towards risk minimization. Supervisors should not ask specific questions as it

relates to the employee's health condition. The employee can also be provided information to our EAP provider. If the employee is fearful because they have high risk health issues, they are eligible for sick leave and the new emergency leave. (Also refer to the Families First Coronavirus Response Act on the Human Resources website) <https://www.ndsu.edu/hr/>

Can employees file a Worker's Compensation claim if they believe they got sick at work?

Employees may file an incident report if they feel they contracted an illness through the course of work, and supervisors should complete their report as soon as possible. Reports are submitted to Risk Management Workforce Safety and Insurance for review and determination of the claim.

Submit HR 101 Change Forms Electronically

In support of employees working remotely and to reduce the amount of paper routing through our institution during this time, effective immediately, all HR 101 Change forms should be emailed for approvals, as an attachment. (Graduate Student changes should still be submitted through the DocuSign system.)

Instructions for submission of 101 Change forms:

1. Complete the 101 Change form and save as a PDF (When saving the form, choose PDF as the file type.)
2. Send an email to your next level of approver, with the PDF 101 Change form, and any other documentation, as an attachment.
3. Each approver should review the form, make any comments or changes in the body of the email and forward to the next level of approval. Make sure the form and any documentation is still attached to the email.
4. After all department/division/VP approvals have been completed, forward the email, 101 form and any documentation to the Budget Office at ndsu.budget@ndsu.edu.

If you have any questions, regarding this process, please email ndsu.hr@ndsu.edu .

To help facilitate employees working remotely, the Budget Office has added the Funding Change form to the DocuSign environment. The link for the form and instructions is located in the Budget Office section of the Forms page. <https://www.ndsu.edu/forms/>

When to Use DocuSign and Manager Self-Service for Change Forms

Departments should continue to use DocuSign and Manager Self Service for Retro, Grad Changes, Hires, Terms, etc. whether they are working remotely or on campus. However, any change that would have normally gone on a paper 101 form should temporarily be done following the instructions sent out by Pat Hanson previously. A copy of the instructions is noted above in: **Submit HR 101 Change Forms Electronically.** (NDSU Budget Office)

Payroll Process

If you would like to hire a student employee, currently employed in another department, use Manager Self-Service to submit the hire. Since the student is currently employed, they will not need an I-9 form or complete the on-boarding typically required of a new employee. Until NDSU returns to full operational status, an Employee Information form (EIF) will not be required for those current student employees. **Important Reminder:** For overtime purposes, hours worked by a student are combined for all

departments and if the student works more than 40 hours in a week (Sunday-Saturday), departments will be charged at an overtime rate for those excess hours.

You were also sent this information in an email if you:

- Are a department supervisor or department admin
- Currently have an approved 'application open' position in [CAREERLINK \(https://nds.12twenty.com/hire\)](https://nds.12twenty.com/hire)
- Posted a position in CAREERLINK in the last 20 months

We understand the current situation is fluid and is changing from day to day and hour to hour. We truly appreciate your assistance, any suggestions you may have, and patience as we navigate this changing landscape.

If you have any questions regarding this information, please contact the appropriate office.