



March 16, 2020

To: Full-time, Part-time, and Temporary Staff Employees and their Supervisors

We want to provide guidance related to time and leave reporting given the COVID-19 outbreak and our change in operating status of our campus. While the President did extend spring break to this week (March 16-20), our campus is open and we do have tasks critical to the operation and financial health of the University that must be handled.

All staff should be in contact with their supervisors about their work status; although we are not requiring anyone to work this week on campus, division heads and supervisors will work with their staff on plans to handle our critical operations.

For this week (March 16-20) only, the following procedures apply:

- Nonexempt staff should report all hours worked this week as “Regular Hours” in Employee Self-service (ESS) – this includes hours worked remotely. These hours will be paid and we will be granting “Gratuity Hours” to be utilized at a later time in coordination with your supervisor to thank those who are handling critical tasks.
- Nonexempt staff who have hours that are scheduled, but not worked this week, should report their unworked scheduled time utilizing the “Administrative Hours” earnings type in ESS; these hours will be paid.
- To allow us to track the impact of the outbreak on our operations, exempt staff should track and report to their supervisor all hours worked this week whether on campus or remote – we will provide a reporting form on the HR webpage soon.

For the week of the regular spring break (March 23-27), the regular Spring Break procedures apply:

- Nonexempt staff should report all hours worked as “Regular Hours” in ESS in addition to entering “Administrative Hours” for hours for their normal work schedule. Note, in previous periods we utilized “University Closing Hours”, but we will no longer be using that description.
- Exempt staff do not need to report any hours on their leave report.

Procedures for later dates are yet to be determined. Please watch your email and look to the HR webpage for this and other important employee information (<https://www.montevallo.edu/about-um/administration/human-resources/>).

If you have any questions about these leave provisions, please contact your supervisor, Division Head or Human Resources via email.

Thank you for your cooperation and support in keeping our community safe.