
From: Montalbano, Ivonne
Sent: Thursday, March 26, 2020 4:52 PM
Subject: COVID-19 and Title IX Updates

Dear UHD Community,

I hope you are well and settling into your new remote work situations. I understand this transition can be challenging and I want you to know the University leadership appreciates everything you are doing to help keep our campus community safe.

COVID-19 TELECOMMUTING FORM

On Monday, UHD transitioned to online operations with the majority of employees working remotely until April 3. If you are staff member or a student worker that has not completed a [COVID-19 Telecommuting Form](#), please complete one as soon as possible and email it to your supervisor. If you previously submitted a form, you do not need to resubmit a new form. The form you completed will remain in effect until President Muñoz discontinues COVID-19 telecommuting and remote work.

Please note: In the signature portion of the form, you may type in your initials or your name to act as your signature. Once signed and dated, please save the form and email it electronically to your supervisor. Once supervisors approve and sign the form (they may also type their initials or name in the signature line to act as their signature), they will email it to Benefits@uhd.edu.

EMERGENCY LEAVE

President Muñoz granted “Emergency Leave” for the period of March 23 through April 3, 2020. Emergency leave does NOT apply to those telecommuting or performing remote work.

Emergency Leave is available upon managerial approval only if the employee’s work cannot be performed from a remote location.

If you are granted Emergency Leave, enter this leave in PASS for the hours you were scheduled to work. Use the Emergency Leave code and type “COVID-19” in the comments section when completing your leave request.

Non-exempt employees must submit Emergency Leave in PASS for the hours they were scheduled to work March 23 through March 31 **no later than close of business Monday, March 30.**

Managers must approve this leave by close of business Tuesday, March 31 as the Time Administration process, which validates absences for each pay week, will finalize by noon on Wednesday. **If these hours are not approved as indicated, hourly employees will not receive a complete paycheck.**

Exempt employees who were granted Emergency Leave must also submit Emergency Leave in PASS. All Emergency Leave granted must be submitted in PASS no later than close of business Friday, April 17, 2020.

Please note: All regular leave types, such as vacation, sick, bereavement, etc. should continue to be used as appropriate and will continue to require supervisory approval.

Additional leave options will be available beginning April 2 with the passing of Federal Emergency Paid Sick Leave and the revised FMLA requirements. Watch for more information regarding these leaves.

TITLE IX REPORTING

Please remember that although many employees are working remotely, we are still required to report sexual misconduct incidents to the Title IX Office. Under the UH-System Sexual Misconduct Policy, sexual misconduct includes sexual assault, non-consensual sexual touching, intimate partner violence, sexual harassment, sexual exploitation, sexual intimidation and stalking. In addition to reporting, UHD employees may also need to assist with accommodations for complainants. To report, please use the [online reporting form](#) or email TitleIX@uhd.edu.

MANDATORY REPORTING TRAINING

The deadline to complete Mandatory Reporting Training has been extended to April 20, 2020.

This training (SM2008 – FY20 MT: Mandatory Reporting) details your responsibility as a University of Houston System (UHS) employee to report incidents of sexual harassment, sexual assault, dating violence, and/or stalking. This training is NOT part of the Annual Mandatory Training you were required to complete last fall. This new training is required of all UHS employees.

Please remember, you must complete all mandatory training requirements by the published deadline to be in compliance with University of Houston System policies [SAM 02.A.11](#) and [SAM 02.A.26](#).

To access TAP and complete the training:

1. Login to the [Training Access Portal](#) using your PeopleSoft ID (7-digit employee ID) and password through Chrome or Firefox
2. Click on T.A.P. Employee Online Training
3. Click on SM2008
4. Click on Mandatory Reporting – 01/31/2020 12:56 PM and watch video
5. Click on SB 212 – FAQs – 02/17/2020 02:24 PM and review information
6. Click on FY20 Mandatory Reporter and complete acknowledgement
7. Click Submit

If you need to reset your PeopleSoft password:

1. Go to [PASS](#)
2. Click on Reset Password (below the Sign In button)
3. Enter your Employee ID number in the User ID box
4. Press Continue
5. Enter your birthdate (MMDDYYYY format)
6. Click on the Email New Password button

7. Check your UHD employee email

Questions regarding this training or technical assistance with your PeopleSoft login should be directed to the Talent Development team at TD@uhd.edu.

Best,

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