



Dear UHD Community,

A short while ago you received a campus announcement from President Muñoz about UHD's decision to move campus operations online and limit access to campus to only essential personnel from March 23 until April 3, 2020. You may be wondering what this means to you and your work situation at UHD. Please know we care about the health and well-being of every UHD employee and student and are working to ensure you receive the support you need.

Beginning March 23, the majority of staff and student workers will be authorized to work remotely unless their job duties do not lend themselves for remote work or have been designated as essential personnel. Essential personnel are a select number of Police, IT and Facilities Management employees. The decision to reduce campus personnel further was made by President Muñoz to ensure the safety of our campus community during the current COVID-19 Pandemic.

Telecommuting

From March 23 to April 3, UHD staff that can telecommute are required to do so unless already on an approved leave of absence. If you have not completed a [COVID-19 Telecommuting Form](#), please complete one as soon as possible so your manager can email the completed form to [ESO](#).

Please remember, throughout this challenge, UHD is committed to serving our students. When telecommuting, remember to follow the schedule set by your supervisor and be accessible and available to the campus community by email, phone or any other electronic device designated during this time. It's important to check email and voicemail regularly and if possible, forward your work phone to one you can access at home or to Google Voice.

Remote Work and COVID-19 related Emergency Leave

We understand some jobs do not lend themselves for telecommuting. If this applies to you, please speak to your supervisor about options. Your supervisor may be able to provide you with work that can be done remotely with and without a computer and/or Internet access. If remote work is not possible, your supervisor may be able to grant COVID-19 related Emergency Leave that has been approved by President Munoz. We encourage you to discuss all of your options with your supervisor to determine what best applies to your situation.

If you are a student worker, please know we understand your special situation. During this time we want you to telecommute as well. Please contact your supervisor to set this up. In the event you cannot telecommute, your supervisor will help you find remote work options that can be done with or without the need for a computer and/or Internet. If you cannot telecommute or work remotely, you may be eligible for COVID-19 related Emergency Leave.

Non-exempt staff and student workers who routinely document their work hours using a TCD should now record their time through Web Clock. Please find instructions on using Web Clock on our [ESO COVID-19 Resource webpage](#). During this time, please remember, if you are a non-exempt employee, you should not sign in or commence work before your normal starting time or sign out or continue work after your normal quitting time without prior approval of your supervisor.

If you have any questions about your work situation during this time, please feel free to reach out to me.

Sincerely,

Ivonne Montalbano

Vice President, Employment Services and Operations