



**Coronavirus (COVID-19) Employee Update**  
(Part 1 – Pay, Benefits, Health, and Wellness)

Heidelberg University's primary focus is the safety and well-being of all members of the campus community, including students, faculty, staff and visitors.

The operations of Heidelberg University are ongoing and, as of the sending of this email, our campus **remains open** for faculty and staff. Faculty are permitted to utilize their office space as needed. Please remember to support your colleagues with care, compassion, and understanding. The COVID-19 pandemic is new territory for everyone and while every question is important, some questions require extra time and consideration and/or are subject to a variety of evolving considerations.

With the most recent updates provided by local and state agencies (as of 3/18/2020), this email represents some frequently asked questions as well as some new and important information regarding pay, benefits, health, and wellness. Additionally, the campus website has a lot of information that is updated frequently. Please check your email and the [Campus Update](#) frequently to see the most recent information and keep yourself informed and up to date. More information will be sent tomorrow (Part 2). You can find the previous HR communication [HERE](#).

**PAY & BENEFITS:**

As noted above, Heidelberg University offices are currently open to support the learning and success of our students. Full- and part-time staff employees are expected to arrive at work each day for their scheduled working hours. Faculty have been working to conduct their classes via the remote learning options outlined by the Owen Center for Teaching & Learning and Office of Academic Affairs. Employees who have immuno-compromised health concerns should contact the Office of Human Resources

**Will I still get paid?**

Yes, it is the University's intent to ensure all employees receive their regular rate of pay.

**What about overtime?**

Effective immediately, no overtime is permitted without the express and advanced approval of the Senior Leadership Team.

## **Time Sheet Entry / Approval**

Any employee who is responsible for completing a time sheet will still need to complete theirs accordingly. Supervisors responsible for approving time sheets must also submit approvals accordingly.

## **What if I want to take a voluntary unpaid leave?**

A voluntary and unpaid leave is considered a voluntary furlough. Heidelberg University will permit a voluntary furlough arrangement if requested and approved by the appropriate SLT member of your division. Please understand some of the conditions of a voluntary furlough:

- An employee must submit in writing the request to take an unpaid, voluntary furlough from work.
- The request must include the starting date and ending date of the furlough.
- A voluntary furlough means that the time away from work is unpaid. The voluntarily furloughed employee is NOT eligible to receive unemployment benefits as they have voluntarily vacated their position.
- Health benefits remain intact during a voluntary furlough and the employee is responsible for the payment of all premiums during the furlough period.
- No paid leave is accrued during a voluntary furlough.
- The employer retains the right to deny a voluntary furlough request and, if granted, to end a voluntary furlough due to the business needs of the employer.

## **What about Student Employees?**

Student employees, who are needed for your operation **and** who live off-campus, are permitted to work on campus. Students, unless authorized by Residence Life and the Dean of Student Affairs, are not permitted to live on-campus. If a student has received approval to live on-campus, and you have a need in your operation, that student may work on campus. All student work should be approved by the appropriate SLT member. Please submit your student employment need, including the type of work (i.e., finish a project) and the timeline you expect the work to continue. No student employment is “guaranteed” for the duration of the semester.

## **And, what about Graduate Assistants (GAs)?**

This is a two-fold answer:

**2<sup>nd</sup> and 3<sup>rd</sup> Year GAs:** As part of their appointments, these GAs receive tuition, room, board, and a monthly stipend. 2<sup>nd</sup> and 3<sup>rd</sup> year GAs who have received approval to remain in campus housing, are permitted to continue to work. If working, 2<sup>nd</sup> and 3<sup>rd</sup> year GAs will continue to receive their monthly stipend as outlined in their appointment. If 2<sup>nd</sup> and 3<sup>rd</sup> year GAs choose to return to their permanent residences and are not working, they are permitted to receive tuition remission benefits, but will not be paid a stipend after April 2<sup>nd</sup>. Direct supervisors should review work expectations with GAs to ensure a full understanding of the type and amount of work that will or will not be performed.

**1<sup>st</sup> Year GAs:** As part of their appointment, these GAs receive tuition remission and a monthly stipend. 1<sup>st</sup> year GAs who do not reside on campus, are permitted to continue to work. If working, 1<sup>st</sup> year GAs will continue to receive their monthly stipend. If 1<sup>st</sup> year GAs choose to return to their permanent residences, they are permitted to receive tuition remission benefits, but will not be paid a stipend after April 2<sup>nd</sup>. Direct supervisors should review work expectations with GAs to ensure a full understanding of

the type and amount of work that will or will not be performed.

**What hours am I expected to work during this time?**

Full- and part-time staff are expected to work their scheduled hours. There are a variety of reasons why you may need to stay at home. Please communicate your unique situation with your supervisor and the Office of Human Resources to develop a solution that may work for you and for the continuity of the business operation.

**What if I have to be at home due to a school or day-care closure?**

Given the 3 week closure that just started with the k-12 school system, and with many day-care providers also closing, Heidelberg will provide up to 15 additional days of sick leave to be used specifically because alternate child care/supervision cannot be identified. Please work through your direct supervisor and appropriate SLT member for approval for this option.

**Some staff are considered essential personnel.**

Staff who are considered essential personnel will receive notification of their status by the end of this week. If an employee is concerned with their designation, please contact your direct supervisor to discuss. All essential personnel retain an obligation to perform certain essential functions as a condition of their continued employment but may have flexibility with hours and/or working location.

**Can I work from home?**

Maybe. To continue reducing the risk of community spread as recommended by Governor DeWine and the Ohio Department of Health, we are considering and developing work-from-home (aka, telecommuting) opportunities. There are many considerations that accompany a telecommuting policy. All work-from-home arrangements require the approval of a supervisor based upon the guidelines from the Office of Human Resources. We will release telecommuting guidelines in Part 2 of this Employee Update (expected Thursday, 3/19)

**HEALTH & WELLNESS:**

All members of the campus community should focus on preventive and personal hygiene practices including:

- Cover your nose and mouth with tissues when you cough or sneeze and throw the tissue in the trash after use.
- Wash hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
- Avoid touching your eyes, nose, and mouth to avoid spreading germs.
- Improve your immune system by getting enough rest (8 hours is ideal), exercising regularly, and eating healthy.
- Stay home if you are sick and avoid close contact with sick people.

**Where can I find the latest information about 2019 Novel Coronavirus (COVID-19) and the situation at Heidelberg University?**

- The Heidelberg University website [HERE](#).
- Centers for Disease Control and Prevention (CDC) [HERE](#).

- Ohio Department of Health [HERE](#)

**Heidelberg's Health Benefits Plan.**

Under the newest approvals, COVID-19 testing will be covered at 100% with no employee cost-share.

Please note that currently, the treatment of COVID-19 falls under the general provisions of the health plan and is subject to the annual deductible. After the deductible, all in-network expenses are covered at 100%. Any changes or updates from pending legislation will be communicated to you as soon as possible.

**Will my benefit coverage remain intact?**

Yes, we anticipate all medical coverages will continue.

**I'm feeling anxious or uneasy about the current COVID-19 situation right now. What should I do?**

Utilize our ProMedica EAP program. There are expanded benefits with our EAP such as virtual counseling sessions or via tele-counseling.

**I have prescriptions that I need to refill and/or pick up. Are there any updates with Prescription benefits?**

CVS Caremark is waiving early refill limits on 30-day prescriptions at any in-network pharmacy. Beginning immediately, CVS Caremark mail service pharmacy is being provided at no delivery cost. Check with your pharmacy or [CVS Caremark](#) for refill options available to you.

Wellness Info and FAQs can be found [HERE](#).

For specific questions not covered in this FAQ, faculty and staff are encouraged to contact their dean, supervisor, or the Office of Human Resources. Questions may also be submitted [HERE](#).

As the situation continues to evolve, the Office of Human Resources will update this information. We will continue to push through these unknown times together.

Important Links:

[Campus Updates](#)

[Seneca County General Health District](#)

[Ohio Department of Health](#)

[University Policies Handbook](#)

[University Benefits Handbook](#)

[Summit Employee Assistance Program \(EAP\)](#)

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