



**COVID-19 EMERGENCY POLICY # 1700.10**

<b>INITIAL EFFECTIVE DATE:</b>  May 15, 2020 Unless Otherwise Noted Below	<b>LAST REVISION DATE:</b>  This Policy will remain in effect through December 31, 2020	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources
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**POLICY STATEMENT**

This comprehensive policy combines a myriad of solutions to address the COVID-19 Pandemic. This policy will remain in effect through December 31, 2020, unless extended by the President upon a recommendation of the Policy Group of the Emergency Operations Center and does not alter existing policies unless otherwise stated. The following COVID-19 Emergency Policy tools can be utilized, and should be funded from sources in which an employee is paid as allowable under the grant or auxiliary:

**Removal of Maximum Vacation Leave Accruals** temporarily lifts the maximum vacation leave accruals to provide continual accrual given employees are unable to take advantage of leave due to the COVID-19 emergency. The accrual maximums will be reinstated upon the expiration of this policy.

Once the accrual maximum is reinstated, the employee will have the opportunity to use additional time accrued but will not begin to accrue vacation leave until the leave balance is under the leave accrual maximum. If the employee leaves the university, the maximum payout will be based on the Vacation Policy #1710.330 limits. Leave hours not taken above the maximum accrual will not be paid out.

**Professional Development** in this context is the design of customized training programs in collaboration with Talent Acquisition and Management for employees needing to temporarily augment compensable work up to 80 hours or supervisor assignments starting May 16, 2020. Additionally, this policy authorized professional development appropriate to the employee who otherwise has no work in lieu of their normal responsibilities beginning March 16, 2020 through May 15, 2020 with a cap of 80 hours starting on May 16, 2020. Professional development in excess of 80 hours is not guaranteed and would need to be evaluated by the department and the Division of Human Resources. Professional Development is available to all categories of employees including, but not limited to, student employees and temporary employees. This tool is effective March 16, 2020.

**Talent Sharing** is a measure to offer compensable work, as available, to employees who do not have work in their current role. Talent Sharing is available to all categories of employees including, but not limited to, student employees and temporary employees. No additional compensation, interim pay, spot awards, or the like will be provided. The Talent Share work will be at the same pay level as the employee's regular job and the home department will continue to cover the salary and benefits expenses. This tool is effective as of March 16, 2020.

**Expanded Use of Sick Leave** allows sick-leave-eligible employees approved for Emergency Paid Sick Leave and/or Expanded Family and Medical Leave (FMLA) under the Families First Coronavirus Response Act (FFCRA) to supplement pay with accrued sick leave to care for his or her child whose school or place of care is closed (or whose childcare provider is unavailable) due to COVID-19-related reasons.

**Emergency Catastrophic Leave Program** allows faculty and staff to *voluntarily* donate sick leave hours to the emergency catastrophic leave pool designated to the COVID-19 emergency. Employees without accrued leave and unable to work may be eligible to receive donated leave hours to keep their pay whole. Qualification criteria and limits apply.

**Modified/Reduced Work Schedule** allows work schedules to be modified or reduced (i.e., 4/8 work schedule), depending on work availability, to accommodate non-exempt employees without full-time work. The Division of Human Resources must be consulted before implementing this tool. This tool is effective as of March 16, 2020.

**SCOPE**

This policy applies to all regular faculty and staff and employees, including temporary employees, where applicable.

**REASON FOR POLICY**

This policy is designed to address maximum sustainability of the workforce, within the confines of the law and financial stewardship. These tools vary in nature and may be used individually or in conjunction with each other.

**DEFINITIONS**

TERM	DEFINITIONS
Families First Coronavirus Response Act (FFCRA)	Effective April 1, 2020 through December 31, 2020, requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
COVID-19	An infectious disease caused by the most recently discovered coronavirus that causes a variety of symptoms including but not limited to fever, tiredness, dry cough, aches, pains, nasal congestion, runny nose, sore throat, diarrhea and/or difficulty breathing.

## ROLES AND RESPONSIBILITIES

## RELATED RESOURCES

## CONTACTS

- FIU Division of Human Resources  
Modesto A. Maidique Campus (MMC)  
11200 S.W. 8<sup>th</sup> Street PC 224  
Miami, Florida 33199  
(305-348-2181)
- FIU Division of Human Resources  
Biscayne Bay Campus (BBC)  
3000 N.E. 151 Street HL 322  
North Miami, Florida 33181  
(305) 919-5545

## HISTORY

**Initial Effective Date:** May 15, 2020 Unless Otherwise Noted in this Policy