

## University of Illinois at Urbana-Champaign

### COVID-19 Pandemic Pay and Benefit Continuity Protocol

In response to the Novel Coronavirus COVID-19 pandemic, the University of Illinois at Urbana-Champaign establishes this protocol to clarify issues related to the continuation of pay and benefits to its employees, such as paid leave and health and welfare benefits.

#### **Application**

This policy applies to ***all*** faculty, staff, students, graduate students, postdoctoral fellows and temporary employees regardless of funding source.

#### **Effective Period**

This protocol shall remain effective until the Chancellor of the University of Illinois at Urbana-Champaign determines that remote working protocols should end and that transition back to normal operations and work locations may commence.

#### **Background**

In response to the growing global spread of COVID-19, the University of Illinois at Urbana-Champaign issued a COVID-19 Self-Quarantine Protocol on March 2, 2020 for faculty, staff and students who had traveled from a country for which the Centers for Disease Control had issued a COVID-19 Level 2 or Level 3 Travel Advisory.

The governor of Illinois issued a Gubernatorial Disaster Proclamation on March 9, 2020 as a result of the COVID-19 pandemic. In doing so, all state agencies were directed to temporarily reduce activities to essential operations in order to fully maximize social distancing in order to slow down the spread of COVID-19 in Illinois. Further, on March 20, 2020, Governor J. B. Pritzker issued COVID-19 Executive Order No. 8, "Shelter In Place" effective March 21, 2020. Additional federal, state, local and university guidance and directives are likely to be issued as a result of the COVID-19 pandemic.

As a result, the University of Illinois at Urbana-Champaign issued a COVID-19 Remote Work Protocol on March 16, 2020, directing all campus units to transition all employees to working remotely, with the exception of those whose essential work must continue to be performed at their campus work location. As of March 23, 2020, all instruction for the remainder of the 2019-2020 spring semester is delivered virtually.

#### **Pay and Benefit Continuity**

During the effective period of this policy, all employees will continue in the same pay, leave and benefit status that was in place as of March 9, 2020 for the duration of the employee's current appointment.

Employees who can work remotely are expected to continue to provide service during their regular work hours. Employees will be paid for hours worked at their current rate, including any overtime pay in accordance with university policy and the provisions of the Fair Labor Standards Act (FLSA). When work is tied to sponsored programs, effort will be reported in accordance with hours worked or leave usage as per University policy.

Employees who are working remotely but whose normal duties cannot be performed remotely are expected to remain available for work and continue to provide as much service as possible. Employees must complete online required trainings, maintain availability for remote participation in meetings and monitoring of email. Where possible, employees may be temporarily assigned work that can be undertaken remotely. Employees will continue in paid work status even if all options and opportunities to perform service have been exhausted.

Employees in hourly, contingent positions, such as student hourly, extra help or academic hourly employees, will be paid in accordance with the number of hours/week that would have been expected to be performed during the effective period of this policy as determined by expectations prior to March 15, 2020. The duration of this continuation of pay will be determined by the original intent of the appointment. For example, student appointments will expire with the standard May 15, 2020 end date.

Employees whose work cannot be performed remotely but has been deemed by the University as essential to be performed will continue to physically report to work. All pay, leave and benefits will continue in accordance with University policy, federal and state law, as well as any applicable collective bargaining agreement provisions.

### **Sponsored Program Effort Reporting**

For employees whose work cannot be completed remotely and is assigned to sponsored programs, effort will be reported at expected or planned levels during this declared disaster period associated with COVID-19.

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