



Disaster Preparedness and University State of Emergency Policy 6.17 And Disaster Leave Policy 6.28 Frequently Asked Questions for Emergency Declaration 2020

General

1. Who does Disaster Preparedness and University State of Emergency Policy 6.17 apply to?

This policy applies to employees on main and regional campuses, including the College of Medicine. This policy does not apply to Health System employees; however, Health System employees may be included if medical center leadership determines that it should.

2. Who does Disaster Leave Policy 6.28 apply to?

This policy applies to employees on main and regional campuses, including the College of Medicine. While this specific policy does not apply to Health System employees; Health System Senior Leadership has made the decision to pay a Health System Pay Preservation Program in alignment with the Disaster Leave Policy. Student employees are not eligible to receive disaster leave.

3. Do departments/units have the right to make their own decisions to close even if the university remains open?

No. Only the university president, in consultation with provost, vice presidents and the vice president for human resources can declare a University State of Emergency.

4. How does a declaration of a University State of Emergency impact Graduate Associates and Student Employees?

Graduate associates and student employees should make reasonable efforts to contact their departments during a University State of Emergency to get clarification regarding work assignments during this time. Graduate associates will be paid only for hours worked unless provided disaster leave under Policy 6.28. Graduate associates may request approval for leave consistent with Graduate School leave guidelines.

5. How does a declaration of a University State of Emergency impact probationary employees?

Probationary periods are extended for the duration of the University State of Emergency or up to 60 work days, whichever is less.

6. How does a declaration of a University State of Emergency impact bargaining unit staff?

The university will work with the unions to align with the above guidelines as much as possible. Questions should be referred to [Employee and Labor Relations](#).

7. How does a declaration of a University State of Emergency impact classified civil service staff?

The university's [Classified Civil Service Rules](#) states that if a disaster occurs as contemplated under university human resources policy, and there is a lack of work or lack of funds due to the disaster, the



Disaster Preparedness and University State of Emergency Policy 6.17 And Disaster Leave Policy 6.28 Frequently Asked Questions for Emergency Declaration 2020

university may, at its discretion, find alternatives to layoff. Questions should be referred to [Employee and Labor Relations](#).

Essential, Alternate, and Standby Designations

8. How does the existing essential/alternate/standby designations relate to this specific university emergency declaration?

Current policy and practice requires that the university designate all employees using one of the following designations, which are reviewed and updated annually:

- Essential –It is critical that you continue to perform your role regardless of whether you are present on campus or telework.
- Alternate – Serves as a back up to an essential employee as necessary.
- Standby - Any employee not designated as essential or alternate.

For this specific pandemic/disaster the following guidance applies. It should be noted this guidance is subject to change at any time. It should be noted that in each scenario all designations categories are treated the same regarding physical location and telework.

- Essential/Alternate/Standby – If it is critical for you to be on campus as designated by Vice President or Dean, you are expected to report to campus.
- Essential/Alternate/Standby – Not critical to be on campus, can telework. Employee is required to be off campus during this time frame and telework.
- Essential/Alternate/Standby – If it is not critical for you to be on campus, and you cannot telework and can't be reassigned to other work, you may receive disaster leave consistent with the Disaster Leave Policy 6.28. (Refer to Disaster Leave FAQs below)

9. How does the university determine who is critical to be present on campus?

Only critical services will be maintained across all campuses. These include law enforcement and public safety; hospitals and health services; child-care; limited meal preparation and service; facility operations; residential support; and others determined to be essential by the university. Senior vice presidents and deans will make determinations related to working on campus in these areas.

Faculty and Staff who perform research, only critical research that needs to be done in the lab should be being conducted on campus at this time. Critical research activities include:

- COVID-19 research that has the potential to mitigate the spread of the pandemic
- Certain medical research that if discontinued would endanger the lives of the participants in the research.
- Maintenance procedures that require regular attention from a person to maintain critical laboratory infrastructure. For example, providing animal support, maintaining equipment that requires gas and/or cryogenic monitoring/service, irreplaceable cell lines, etc.



**Disaster Preparedness and University State of Emergency Policy 6.17
And Disaster Leave Policy 6.28
Frequently Asked Questions for Emergency Declaration 2020**

10. What happens if an employee whose work is critical to university operations is called for military service or National Guard service during a University State of Emergency?

The authority of the President of the United States and the Governor of the State of Ohio preempts that of Ohio State's president. Essential employees who are called to serve in the military or National Guard should report for duty. [Military Leave/Reemployment Rights, policy 6.35](#) remains in effect during a University State of Emergency.

Working during a University State of Emergency

11. How are employees expected to work during this university state of emergency?

Currently the university requires employees all who are able to telework to do during this time

Across all campuses, only critical services will be maintained on university property. These include law enforcement and public safety; hospitals and health services; childcare; limited meal preparation and service; facility utilities; residential support; and others determined to be essential by the university. Senior vice presidents and deans will make determinations related to working on campus in these areas.

If employees, including student employees, have questions about whether to telework or come to campus to work, please out to your college or unit supervisor or Human Resource Business Partner for clarification.

12. Can the university centrally reassign employees to other units to perform essential work if they have not been designated as essential in their home unit?

Yes. Human Resources, Talent Management will deploy the Talent Deployment Center (TDC) if required. An announcement and instructions will occur if that takes place.

13. What if an employee works for another department, who pays the employee's compensation?

Human Resources will operate the Talent Deployment Center (TDC) to help faculty and staff that are able to be reassigned to another unit as needed. The college/VP unit for which the work is performed is responsible for funding and assuring compensation for this work. Compensation will be at the individual's regular base pay (hourly rate [non-exempt] and regular rate [exempt]) for their original appointment unless other arrangements are approved by the Office of Human Resources.

14. Will student employees work during this University State of Emergency?

Student employees who can continue to perform their work (either remotely or if approved to work on campus) will be paid in accordance with university policies. Student employees ineligible to receive disaster leave pay.



**Disaster Preparedness and University State of Emergency Policy 6.17
And Disaster Leave Policy 6.28
Frequently Asked Questions for Emergency Declaration 2020**

Pay During this University State of Emergency

15. If an employee is working what will their compensation be?

Employees working at any location (telework or on campus) will receive regular base pay and overtime compensation when applicable.

If employees work overtime, how will they be paid?

The university reserves the right to award compensatory time off in lieu of overtime to eligible staff during a University State of Emergency. In cases of mandated overtime, the employee has the right to elect overtime pay or compensatory time off. Overtime must be preapproved by the supervisor prior to being worked.

16. If employees work outside of their classification, how will they be paid?

Faculty, staff, graduate associates, and student employees working out of classification will be paid according to university rules or policies, their union contract, and/or appropriate federal, state, and local employment laws. Compensation will be at the individual's regular base pay for their original appointment unless other arrangements are approved by the Office of Human Resources. The college/VP unit for which the work is performed is responsible for funding and assuring compensation for this work.

17. If an employee temporarily works outside of their classification during a University State of Emergency, will they return to their original classification after the emergency has passed?

Yes. Employees who temporarily work out of their classification during the emergency will return to their original classification after the University State of Emergency has passed or sooner if they are no longer needed to work outside their classification. Refer to FAQ # 4 and # 5 pertaining to collective bargaining staff and classified civil service staff.

Disaster Leave During this University State of Emergency

18. Who does disaster leave apply too?

All university faculty, staff and graduate associates may be eligible for disaster leave. The Health System may choose to implement separate pay preservation program. Employees who are funded by grants may not be eligible for disaster leave. See FAQ questions # 18. Disaster Leave does not currently apply to student employees.



Disaster Preparedness and University State of Emergency Policy 6.17 And Disaster Leave Policy 6.28 Frequently Asked Questions for Emergency Declaration 2020

19. Are employees funded by grants eligible for disaster leave?

Units should ensure the grant requirements allow for the employees working under a grant to be paid when not working, if the grant allows then they are eligible for disaster leave. [Guidance](#) issued by the Office of Research should be consulted when determining if an employee funded by a grant is eligible for disaster leave

20. How much is an employee paid when receiving disaster leave?

Eligible employees/graduate associates will be paid 100% of their base compensation for the first week. The president in consultation with senior management council and the senior vice president for human resources will subsequently determine on a week by week basis whether and how disaster leave will continue.

21. How does the university determine who is eligible for disaster leave?

Employees who cannot work after all work options including telework and reassignment are exhausted may be eligible for disaster leave. Disaster leave is not intended for employees who refuse an assignment or call-off.

Paid and Unpaid Leave During this University State of Emergency

22. What if an employee is sick with an illness unrelated to COVID-19 during a university state of emergency?

Employees should follow normal unit/department protocols for calling off sick and will be paid in accordance with the [Paid Leave Programs, Policy 6.27](#) and/or [Unpaid Leave 6.45](#).

23. What if an employee has an existing vacation planned during a university state of emergency?

Employees should follow normal unit/department protocols for requesting and using vacation and will be paid in accordance with the [Paid Leave Programs, Policy 6.27](#) and/or [Unpaid Leave 6.45](#). Employees using paid or unpaid leave for personal reasons will not receive disaster leave during the timeframe of personal leave.

24. Can an employee donate vacation or sick time to others during this University State of Emergency?

If the donation of vacation time is consistent with the guidelines of a life threatening or terminal condition in [Paid Leave Programs, Policy 6.27](#), then vacation time can be donated. Sick time cannot be donated to others per state law.

25. Where can I obtain additional information?

- [Disaster Preparedness and University State of Emergency, Policy 6.17](#)
- [Disaster Leave Policy 6.28](#)
- [Ohio State Coronavirus website](#)