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UNI Encourages Employees to Work Remotely, March 18, 2020

University of Northern Iowa

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University of Northern Iowa

UNI Encourages Employees to Work Remotely

Yesterday, Gov. Kim Reynolds issued a **State of Public Health Disaster Emergency** giving state agencies additional flexibility in responding to the unprecedented COVID-19 situation to protect public health.

As a result and until further notification, University of Northern Iowa leadership is encouraging employees to work remotely unless the function they provide must be completed on campus.

Each of you contributes to the successful operation of this university, but many of you can complete your work remotely. More employees working from home will support social distancing and reduce the threat of spread for everyone.

Please speak with your supervisor to determine if your position responsibilities can be performed remotely and to ensure you have the necessary access and equipment to support working from home. For guidance on successful teleworking arrangements, visit hrs.uni.edu/policies/telework. If your position is not one that can be performed remotely, or you prefer to work on campus, then you may continue to work on campus while practicing social distancing protocols.

Employees returning from a country subject to a CDC Level 3 Travel Notice may not return to campus or their worksite until the conclusion of the 14-day self-isolation period prescribed by the **CDC, IDPH or Department of Homeland Security**. Employees returning from a cruise will also be subject to this 14-day self-isolation requirement and should not come to campus or their worksite until the conclusion of this period. Employees must report such travel or cruise activity by completing **this survey**. Employees who are required to self-isolate may telework as access and responsibilities allow. Otherwise, they will be expected to use accrued sick leave, vacation, or comp time, as applicable, to remain in paid status or code "Off Duty."

For those not working, further guidance from the Board of Regents on the use of accruals will be forthcoming by the end of the week.

Department heads/directors should consult with their dean and/or division head to determine the necessary operational level for their unit.

Thank you for your commitment to the University of Northern Iowa. We know that you have been working tirelessly to meet the needs of our students and our campus community. We also know that this situation can cause stress and anxiety. Please remember that the **Employee Assistance Program** is available to support you. We will continue to be guided by our commitment to ensuring the safety of you and other

members of our campus community as we make future decisions during this difficult situation.

Questions may be directed to Human Resource Services at hqs-mail@uni.edu.