





PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

MEMORANDUM

To: University Employees and Supervisors

From: Ruth J. Simmons, President 
Corey S. Bradford, SVP for Business Affairs 

Re: Campus Operations during the Coronavirus Crisis

Date: March 19, 2020

Today, we are providing you with updated guidance regarding on-going campus and business operations during the current public health crisis. As per guidance from TAMUS, all campus operations necessary to sustain alternative course delivery methods and support services must meet social distancing parameters, utilize alternative schedules where needed, and be supported remotely where possible.

In that regard, late yesterday, the Chancellor issued the following guidance for all members of the Texas A&M System:

“All System Members are strongly encouraged to implement temporary alternate work location arrangements (remote work) in accordance with System Regulation [33.06.01](#) for all employees when possible. This may involve work that is outside the employee’s primary responsibilities.

If remote work is not possible for employees otherwise able to work but are not able to report to their normal work location, emergency leave is then recommended in accordance with System Regulation 31.03.03, section 2.5.2. This may include employees who are unable to report to their normal work location because of the need to care for dependent children where schools or daycare facilities have closed.

The system member CEO or designee has authority to approve such leave. Any member authorizing emergency leave should ensure that it complies with the reporting requirements found in Tex. Gov’t Code sec. 661.902(d.).

Conduct of Essential Services at PVAMU

Prairie View A&M campuses remain open at this time and university services will continue to be provided. With students eligible to return to their campus residences on Monday, March 23, all essential offices will remain open and operational including:

- John B. Coleman Library
- Owens Franklin Health Center
- Housing and Residential Life
- Willie A. Tempton, Sr. Memorial Student Center (MSC)
- Transportation/Shuttle Services
- University Police Department
- Information Technology (IT)
- Physical Plant
- Central University Administration/A.I. Thomas Building

The essential offices noted above will work through their area Vice Presidents to determine adequate staffing levels needed to function during the remainder of the semester. Proposed alternating and/or flexible scheduling of any kind should be forwarded to my office for final approval on behalf of the President.

Remote Sites

As you consider how to provide needed services during this period, keep in mind that a telecommuting employee and alternate work arrangements must follow expected University guidelines:

- a) If performing work at a remote site, an employee must do so without diminishing the quality of the work by answering phone calls in a timely manner, producing necessary work on the required schedule, responding to emails, and participating in meetings as requested or required. No “out of the office” replies should substitute for work email responses.
- b) There is no need for employees to complete the AWL forms. Supervisors will complete one form for all employees working remotely and/or on a flexible work schedule for their department or unit.
- c) The normal work schedule of 8:00 am to 5:00 pm will remain unless an alternative work schedule has been explicitly approved by the relevant supervisor. Employees must be available for contact during the scheduled work hours.
- d) Working from a remote work site does not relieve an employee from the obligation to observe all applicable University rules, policies and procedures.
- e) Supervisors must ensure employees have the necessary equipment required for the alternative work arrangement; both employee and supervisor should review the telework guidelines to assure compliance.
- f) Employees must protect the confidentiality and security of University information and equipment used at the remote work site.

- g) Supervisors are required to provide supervision by meeting with remote employees online and receiving and reviewing work product in an on-going way.
- h) The University will not reimburse employees for out-of-pocket expenses for materials and supplies that are reasonably available at the regularly assigned place of employment.
- i) Only University approved software shall be used for connecting with the university's network from the remote work site.
- j) All departments should provide one office email address to be answered by staff and one main office phone number for incoming office calls. Office phones should be forwarded to the remote site, cell phones, or emails, where necessary to assure a high level of responsiveness and continuity of service.
- k) An employee must use vacation time and obtain approval if they are not working from home on a scheduled workday.
- l) If an employee is sick and needs to take time off, they must notify their supervisor and record the sick leave in Workday.
- m) An alternative work location may be terminated at the discretion of the supervisor.

Emergency Leave

If remote work is not possible for employees otherwise able to work but not able to report to their normal work location, TAMUS has issued further guidance recommending emergency leave in accordance with System Regulation 31.03.03, section 2.5.2. This may include employees who are unable to report to their normal work location because of the need to care for dependent children where schools or daycare facilities have closed.

For emergency leave, supervisors will make a recommendation that must include a justification and approval from the area Vice President before sending to the Office of Human Resources at leaveteam@pvamu.edu. The President is the final approver of emergency leave.

We are committed to helping to slow the spread of COVID-19. Further, we understand the need to balance employee concerns related to their own health and the health of loved ones while maintaining required operations. We hope that the flexibility described above will help to alleviate concerns for health and safety. The Office of Human Resources has prepared an **FAQ** as a resource to assist both employees and managers with answering a variety of questions on FMLA, Leave, Remote Work, and other issues.

Please take care and observe the guidance of public health professionals during this difficult and challenging period.

[Departmental Form for Alternate Work Location and Flexible Work Arrangements
Telework Guidelines](#)