




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 
Rod Mireles, Interim Senior VP for Business Affairs

Re: Clarification of June 26 Announcement

Date: June 30, 2020

We recently informed the community of a return to a reduced presence of employees on the Prairie View A&M University campus due to the significant spike in COVID-19 cases. Employees were advised to follow the guidelines issued until August 1 unless otherwise directed by the University. We are committed to following sound practices that protect the community from the spread of the disease. For that reason, we indicated that we would move to a significant number of employees working remotely, while continuing to maintain all necessary campus services. While some may have misinterpreted our communication as indicating that the campus would, in effect, be closed, that is not the case. Supervisors in each area are being directed to identify essential on-campus staffing, determining which employees will rotate to maintain operations and unit coverage and which employees should work exclusively from a remote location.

Below, you will again find the information concerning this plan.

Whether working remotely or on campus, as of Monday, June 29, full-time employees must have returned to the normal work schedule of 8:00 a.m. to 5:00 p.m. The adjusted summer schedule is no longer in force. All departments will continue to provide full service while preparing for the upcoming Fall semester and academic year. To ensure each department has a presence on campus at all times, supervisors, at their discretion, may develop alternating work schedules for employees to provide on-campus coverage of their areas. All employees, whether working remotely or on campus, must be available for all assigned duties and contact during scheduled work hours.

Conduct of Essential Services at PVAMU

Prairie View A&M campuses remain open at reduced staffing levels as determined by supervisors. All university services continue to be provided on the 8-5 daily schedule. As students and families prepare for the Fall semester, they will need to be assured that they can contact offices and have their questions answered in a timely fashion.

Remote Sites

As you consider how to provide services during this period, all employees who are telecommuting 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 and e-mails in a timely manner, producing necessary work on the required schedule, and participating in meetings as requested or required. No “out of the office” replies should substitute for work email responses.
- b) No employees need to complete work location forms. Supervisors will complete all applicable forms for all employees within their unit.
- c) The normal work schedule of 8:00 a.m. to 5:00 p.m. will remain in effect unless an alternative work schedule has been explicitly approved by the relevant supervisor. Employees must be available for regular duties and 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 attached 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 products 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 so that, when necessary, calls may be forwarded to a remote site. We are intent on assuring a high level of responsiveness and continuity of service.
- k) All employees, even those working offsite, must use vacation time.
- 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 arrangement may be terminated at the discretion of the supervisor.

Leave

For those employees with serious health conditions, or extenuating circumstances, the Leave Team from the Office of Human Resources is available to review each case and provide the guidance necessary. 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 submit a written recommendation to the area Vice President. The area Vice President will review and justify the recommendation and submit to the Office of Human Resources at leaveteam@pvamu.edu. The President is the final approver of emergency leave.

We must do our part in 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 can assist both employees and managers by answering a variety of questions on FMLA, Leave, Remote Work, and other issues.

Please take care and continue to observe the guidance of public health professionals during this difficult and challenging period. Again, monitor the University's website for updates on any change of guidelines regarding on-campus work.