Dear Campus Colleagues,

We hope you are all staying healthy and taking care of yourselves and your loved ones both in-person and virtually. I am writing with updates regarding paid administrative leave, mandatory employees, and a suspension of personnel activity. Detailed information on these topics is below.

The University and Human Resources Staff are a resource for all of you. If you have not done so already, please visit the HR website (https://hr.unca.edu/covid-19-updates-and-resources) for information including a fact sheet about your NCFlex benefits during COVID-19, teleworking management tips, and other useful resources. Please also visit the Employee FAQs on our UNC Asheville coronavirus website (https://coronavirus.unca.edu/faq/faq-employees/).

Paid Administrative Leave (April 1-30) – COVID-19

The State of North Carolina and the UNC System have extended the benefit of paid administrative leave for university employees for certain COVID-19 related absences. This provision allows university employees to continue being paid through April 30, 2020, based on time they were already scheduled to work. Please see our FAQs for Employees for specific information about this leave and about teleworking options.

The UNC System provides flexibility to each UNC institution to extend the paid administrative leave to our temporary and student employees. Today, UNC Asheville leaders have made the decision to support the well-being and livelihood of our student and temporary employees and both of these types of employees will have access to the paid administrative leave until April 30, 2020.

All student and temporary employees who are paid bi-weekly will be required to continue completing a timesheet based on the hours that would have been scheduled to work for their supervisor approval. Please remember that if you use this leave, you must properly record it on your timesheet. Instructions on how to do so are here: https://hr.unca.edu/covid-19-updates-and-resources

Mandatory Employees

The UNC System has directed that during the COVID-19 pandemic, mandatory employees are those employees who are directed by their supervisor to report to work onsite during specific dates and times. The University is still open and all other employees should be working remotely unless they are using leave (personal or administrative leave). If you have questions about your status as a mandatory employee, please speak with your supervisor.

- Only mandatory employees specifically designated to work onsite can work on campus at this time.
- Mandatory permanent employees will receive added compensation for hours required to be worked onsite. Authorization for the added compensation currently extends through April 30.
- All other employees not designated to work onsite are expected to telework if feasible.

Temporary Suspension of Non-Essential Personnel Activity (has been referred to as a "Hiring Freeze")

The UNC System has implemented a temporary pause to hiring new employees, to avoid non-essential salary actions, and limit position actions which are not immediately necessary to sustain the University’s operations or respond to COVID-19. The temporary suspension includes the following actions:

- Salary Adjustments
- Position Actions, including creating new positions or modifications to existing positions
- New Hires

Exceptions may be approved by the Chancellor and the Provost for faculty positions and by the Vice Chancellor for Human Resources, Institutional Equity and General Counsel for staff positions for critical actions to support the COVID-19 response, to support essential university operations during this time, and to meet mandatory obligations for legal and compliance obligations, and as necessitated by an existing contract. Please note that this includes all types of employees on campus: student, temporary, and permanent. If you have a need in your area for any of these types of employees, please work with your Senior Staff member to request an exception.

If you have questions about these updates or anything related to Human Resources, please contact hr@unca.edu.

Thank you again for all that you are doing to support our campus community, and please continue to sustain all social distance practices to reduce the spread of the virus.

We appreciate the personal and professional difficulties during the pandemic and are here to support you as UNC Asheville employees to the best of our ability.

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Heather Parlier
Vice Chancellor for Human Resources, Institutional Equity and General Counsel