Dear Faculty and Staff Colleagues,

Thank you for your ongoing efforts to ensure the continuity of University operations over the last several weeks. I am writing to provide you with information and guidance and instructions about COVID-19 related leave and COVID-19 mandatory employee time tracking.

As we shared in an April 1 email, in accordance with UNC System, State and County executive orders, UNC Asheville is limiting mandatory employees during the pandemic to only those who absolutely must be on campus.

COVID-19 paid administrative leave provisions for employees were extended through April 30. The UNC System also authorized extra compensation for most employees designated specifically as COVID-19 mandatory employees who are required to work onsite during the month of April.

Effective April 1 and extending through April 30, eligible COVID-19 mandatory employees working on campus will receive extra pay for the hours required to be worked onsite. Information about who is eligible and how to document this work is below. If you have any questions about this, please email hr@unca.edu.

Thank you again for all of your work and support of UNC Asheville and our community.

Heather

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

SHRA and EHRA Staff in Permanent Positions

- FLSA nonexempt mandatory employees, working on-site will receive time-and-a-half compensation for each hour worked (i.e., for each hour worked, the employee will be compensated for an extra half hour of pay for each on-site hour worked). Note: FLSA nonexempt employees complete a biweekly or a 28-day leave report.
- Eligible FLSA exempt employees* will also earn an extra half hour of pay for each mandatory on-site hour worked; however, the additional pay is maxed out at 40 hours in a week (equal to 20 hours of additional pay); hours worked over 40 are not compensated in any way. Note: FLSA exempt employees complete a monthly leave report.
- Teleworked hours are not eligible for the extra compensation.
- We anticipate that the extra compensation for hours recorded on April Leave reports will be paid in the May pay cycle (when the April leave reports post).
- The extra compensation is not available for hours worked onsite in March.

*Employees excluded from the extra compensation provision for working onsite include Tier I and Tier II senior academic and administrative officers, faculty, physicians, directors and deputy directors of major institution-wide or school-wide functions and centers, department heads, division heads, research and academic department administrators, clinical and academic department administrators, clinical division administrators, and coaches and athletic administrators.

Temporary and Student Employees

A few temporary and student employees have also been designated as mandatory to help provide essential coverage during the COVID-19 emergency. For the month of April, UNC Asheville will provide mandatory student and temporary employees an extra half hour of pay for each hour they work on campus.
- A separate line has not been added to temporary or student timesheets;
Supervisors/department heads will be asked to provide the dates and number of hours these employees worked on campus in April. Details from payroll on how to submit these hours for payment are pending.

We anticipate the extra compensation will be paid with the BW12 pay cycle (pay date 06/05/2020). Student and temporary employees will be notified of any delays.