

our plan for **reU**Knighting

RETURN-TO-CAMPUS GUIDELINES

JUNE 2020

Purpose: To provide guidance and expectations regarding the return of employees to their normal work location (hereafter referred to as campus); to ensure that Gannon employees can provide the best education and experience to students while mitigating risks associated with COVID; to appropriately address employees' challenges returning to work on campus.

Scope: These guidelines are relevant to full-time and part-time employees (hereafter referred to as colleagues). Temporary, seasonal, adjunct and student colleagues are not covered in these guidelines.

Mitigating Health Risks (Staffing): Gannon colleagues who have been working remotely will be asked to return to work on campus in a phased approach so that not all colleagues will be returning at the same time. This is to mitigate health risks while meeting the needs of the university and its students. Supervisors will notify colleagues of the need to return and discuss an appropriate date of return. Upon notification, colleagues will be expected to return to work on campus. Advanced notice will be given whenever possible. Work on campus will be imperative for several positions who work directly with students.

Staffing efforts to mitigate health risks may include (1) departments working remotely, (2) not returning all colleagues in a work area, (3) working on campus less than full time (e.g. not full days or not full weeks), (4) staggering shifts and more. Flexibility is appreciated at this unique time so that we can have the best health outcomes possible.

Additional appropriate measures are being taken to mitigate health exposures (e.g., personal protective equipment, limiting the number of people in rooms). These measures will be communicated with all colleagues. It is possible that some colleagues will face some concerns with returning to campus and we would like to assist you prepare for your return. We encourage active dialogue with your supervisor or Human Resources to address any questions you have about the safety measures that are taking place. Reading information communicated and attending university meetings will help to keep you informed. Furthermore, there are resources available

such as Aetna Resources for Living website and free, confidential counseling. www.resourcesforliving.com (Username: Gannon; Password: EAP).

There may be some circumstances in which colleagues are faced with challenges to returning to work on campus. In these cases, colleagues are welcome to engage in conversation with their supervisor and Human Resources. Colleagues and faculty members in the colleges are welcome to engage in conversation with their Dean and Human Resources. Consideration will be given to requests for accommodations. If the request is to work remotely and this is approved, then the Flexible Work Arrangements policy and process will be utilized. Human Resources will be consulted in regard to every request before a decision is made.

If an accommodation cannot be made, then the colleague can apply for a leave of absence in writing to Human Resources. If an accommodation can be made for some of their normal hours, then the colleague's unworked hours will follow the provisions below but without a break in healthcare benefits. This may be the case in the event that the colleague doesn't have enough work to do remotely, for example.

COVID Related Leave of Absence:

Application: Colleagues should initiate the application by putting their request in writing to Human Resources hrdept@gannon.edu with the following information: name, reason for the request, the date of anticipated return to work/requested dates of the leave and intent to use vacation and/or floating holidays (and how much). The colleague should make their supervisor aware of the application.

Approval: Applications are subject to approval by Human Resources and the Dean or Director of the functional area. Approvals will be provided in writing and state a defined period of time with an expected date of return. The colleague can apply for an extension to the approved period of time at any time during the leave. The request for an extension is subject to approval by Human Resources and the Dean or Director of the functional area. In no circumstances will a leave exceed six (6) months. Leaves

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and extensions are not guaranteed. A leave or extension that is not approved will require the colleague to report to work on campus within 3 calendar days of the denial or on a mutually agreeable date. Failure to report to work on campus will be handled as a voluntary resignation.

Classifications: Covered classifications include colleagues in full-time and part-time positions. Temporary, seasonal, adjunct and student colleagues are not eligible for this leave of absence.

Benefits: Healthcare benefits will remain in effect for the first 30 calendar days of the leave provided the colleague pays their required insurance premiums or for the period of time in which the employee already paid for insurance at the beginning of the leave, whichever is longer. Gannon and colleague contributions to 403b retirement will not be made during the unpaid portion of the leave.

Pay: The leave of absence is unpaid. However, colleagues can choose to apply their vacation time and floating holidays at the time of the application. Depending on the circumstances, state unemployment compensation benefits may be available to the colleague.

Length of Service: There will be no loss of length of service (i.e. seniority) during the leave. This means there will be no adjustment of the person's service date, for example, due to the leave.

Job Protection: The colleague's position will be reserved for and available to the colleague for the first 30 days of the leave, except in the case of an unrelated position elimination or a 'for cause' termination.

Return from Leave: By approving a leave for a defined period of time, the university is anticipating being able to allow the colleague that period of time to be on the leave of absence. However, if the university needs to return the colleague to work during the leave, it will provide written notification and a reasonable period of time for the colleague to report to work whenever possible. The colleague is expected to return to work the next working day after the conclusion of the approved leave or upon notification from the university of the need to return. If the colleague fails to return to work, it will be assumed that he has resigned his employment.

This document is in effect for an undefined period of time and can be modified or eliminated at any time. These guidelines are not intended to address situations that may qualify for Family and Medical Leave Act or other leaves defined in Gannon's IPM (e.g. sabbatical).