

FAQS COVID-19 Leave and Work Options for WSU Faculty and Staff

Washington State University (WSU) continues to follow the guidance of the [U.S. Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) (<https://www.cdc.gov>) and the [WA Department of Public Health](https://www.doh.wa.gov/) (<https://www.doh.wa.gov/>). WSU is closely monitoring the Coronavirus (COVID-19) and updates specific to the WSU Community will be provided on the [WSU Coronavirus \(COVID-19\) website](https://wsu.edu/covid-19/) (<https://wsu.edu/covid-19/>). This is a rapidly evolving situation. We all have a role to play in keeping students, faculty, staff and our communities healthy and safe. You can help by staying informed and practicing good hygiene. Information on how to help prevent the spread of COVID-19 from the CDC is below:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
- Clean and disinfect objects and surfaces.
- Stay at home and away from others if you are feeling ill.

Visit the [CDC Coronavirus \(COVID-19\) Prevention and Treatment site](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html) (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>) for additional details.

WSU continues under normal operations.

Faculty and staff are to follow normal operating procedures. This includes normal process for requesting modifications to work location, schedule, teleworking, job duties; or for requesting use of any type of leave.

FREQUENTLY ASKED QUESTIONS FOR WSU FACULTY AND STAFF

I am concerned about reporting to work due to the Coronavirus, what options do I have?

If you have a *medical condition* impacting your ability to report to work, contact your supervisor and [HRS - Disability Services](#) at HRSdisabilityservices@wsu.edu or 509-335-4521.

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I don't have a medical condition, but I am concerned about workplace exposure to the Coronavirus.

WSU is closely monitoring the Coronavirus and updates specific to the WSU Community will be provided on the [WSU Coronavirus \(COVID-19\) website](#).

If you do not have a qualifying sick leave event, with prior supervisor approval, you may use the following types of leave:

Civil Service

- Accrued annual leave
- Personal holiday (full day only)
- Accrued compensatory time
- Leave without pay

Refer to the policy on [Civil Service Employee Leave, BPPM 60.57](#)

Represented Classified employees

- Accrued annual leave
- Personal holiday (full day only)
- Accrued compensatory time
- Leave without pay

Refer to the appropriate [Collective Bargaining Agreement](#)

Administrative Professional

- Accrued annual leave
- Personal Holiday (full day only)
- Accrued compensatory time
- Leave without pay

Refer to the policy on [Faculty and Administrative Professional Personnel Leave, BPPM 60.56](#).

Faculty

- Accrued annual leave -if eligible
- Personal Holiday – if eligible (full day only)
- Leave without pay

Refer to the policy on [Faculty and Administrative Professional Personnel Leave, BPPM 60.56](#).

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Are there alternatives to using leave?

Upon prior authorization from the supervisor and if business operations allow, Civil Service and Administrative Professional employees may request to telework from home or an alternate location. Faculty members should seek approval from the appropriate department chair or director.

If approved to telework, do I need to fill out a formal Telework agreement?

A formal telework agreement is *not* required to work from home/alternate location on an infrequent basis or for a brief period of time. If an employee requests to regularly work from home/alternative work location an approved telework agreement is required.

Refer to the policy on [Telework Agreements, BPPM 60.34](#)

Am I required to have a dedicated home office to telework?

Employees can work from any approved alternative worksite which allows them to fully perform the duties of their position.

What Equipment / Office Supplies are required to telework?

The employee and supervisor determine the equipment and supplies necessary for the employee to perform the duties of their position.

I have been approved to telework, but I do not have proper equipment. What can I do?

Your supervisor will inform you if you are authorized to use University-owned equipment in accordance with [BPPM 20.35](#) Use of University Property and [20.37](#) Personal Use of University Resources

How much notice is required to start/end telework?

The employee and supervisor establish telework start and end dates. The employee and/or supervisor may end participation in the program at any time.

Note: Supervisors are responsible to ensure overtime eligible employees participating in the program continue to receive their meal and break periods in accordance with [WAC 296-126-092](#). WSU's standard rest period is 15 minutes.

What process will WSU follow if operations are changed?

Suspended Operations and Emergency procedures as outlined in BPPM 60.40 [suspended operations](#).

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My child's school or place of care has been closed by order of a public official for a health-related reason. Can I take leave?

Faculty and staff may be eligible to use accrued sick in accordance with chapter [49.46.210](#) (1.b.iii) of the Revised Code of Washington (RCW) and other leaves, in accordance with WSU policy, if their child's school or place of care is closed by order of a public official for a health-related reason.

I still have questions regarding leave and work options?

Please contact your department's [HR Service Team](#).
You may also call HRS at 509-335-4521 or email hrs@wsu.edu.

Faculty and Staff Resources:

ADMINISTRATIVE PROFESSIONAL

- AP Overtime Eligible: [Meal and Rest Period Agreement](#)
- WA State Administrative Policy: [Meal & Rest Periods](#)
- Leave Report for Overtime Exempt Faculty & AP Employees [BPPM 60.63](#)
- Time Report for Eligible Overtime Employees [BPPM 60.60](#)

CIVIL SERVICE

- CS Overtime Eligible: [Meal & Rest Period Agreement](#)
- WA State Administrative Policy: [Meal & Rest Periods](#)
- Leave Report for Overtime Exempt Classified Employees [BPPM 60.62](#)
- Time Report for Eligible Overtime Employees [BPPM 60.60](#)

REPRESENTED CLASSIFIED EMPLOYEES

- Refer to the appropriate [Collective Bargaining Agreement](#) on the [Labor Relations](#) website.

FACULTY

- Leave Report for Overtime Exempt Faculty & AP Employees [BPPM 60.63](#)

Health Department Information

- [WA Higher Education Facilities Information for Administrators and Employees](#)
- [State of WA Department of Health](#)
- [State of WA Local Health Districts](#)

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- [State of Idaho Department of Health](#)
- [COVID-19 site](#)
- [State of Oregon Health Authority](#)

March 2, 2020 - Message from Washington Student Achievement Council
WSAC@public.govdelivery.com

This is an important message from the Washington State Department of Health COVID-19 Incident Management Team. This message is being sent through multiple channels and you may receive it more than once.

Dear Higher Education partners:

As you may know, the world is experiencing an expanding outbreak of respiratory illness (COVID-19) caused by a new coronavirus. The virus can spread from person-to-person, and cases have been detected in a number of countries, including in the United States and here in Washington State.

This is a rapidly evolving situation so we are encouraging institutions of higher education throughout Washington to be informed and prepared.

Sharing accurate information during a time of heightened concern is one of the best things we can do to keep rumors and misinformation from spreading, including avoiding [stigma and related discrimination](#).

Here are some resources that may be helpful to you:

- [Information for Higher Education Facilities: Administrators and Employees](#)
- [Information Sheet: Higher Education Facilities Information for Administrators and Employees \(PDF\)](#)
- General updates from the Washington State Department of Health: <https://www.doh.wa.gov/Emergencies/Coronavirus>

If you have questions or concerns you may call **1-800-525-0127** and press #

Please forward/distribute to your colleagues and networks as appropriate. Thank you for your excellent partnership in helping our state be prepared for further COVID-19 activity.