

TEMPORARY PAY PROCESS DURING COVID-19

STAFF WILL RECEIVE FULL PAY THROUGH THE END OF APRIL

The following are procedures for all exempt and non-exempt staff

	<p align="center"><u>Work from Home Option</u></p> <p>All or part of the position's duties and responsibilities can be successfully accomplished remotely.</p>	<p align="center"><u>Work on Campus/ No Work from Home Option</u></p> <p>Duties and responsibilities are not able to be successfully accomplished remotely.</p>
Employee is Healthy	<ul style="list-style-type: none"> • Supervisor may approve work from home for all or part of the work week. The employee will receive regular pay for the hours worked both at home and on campus. • If an employee's medical provider has determined that they have a higher risk factor, please contact Human Resources at (859)572-5200 for guidance. 	<ul style="list-style-type: none"> • Employee should continue to report to campus for work. Employee will receive regular pay for the hours worked. • If an employee's medical provider has determined that they have a higher risk factor, please contact Human Resources at (859) 572-5200 for guidance.
Symptomatic-- employee or immediate family member has symptoms related to COVID-19 or has a fever	<p align="center">IF THE EMPLOYEE HAS SYMPTOMS:</p> <ul style="list-style-type: none"> • Do not come to campus. • Contact health provider and follow the recommendations. • Contact supervisor and HR (hrcovid@nku.edu or 859-572-5200). • Not expected to work during this time on campus or at home. • Eligible to receive COVID wages. • COVID wage is pay at the regular rate and does not count against the employees sick or vacation banks. • Do not return to campus until released to do so by medical provider and HR. <p align="center">IF THE EMPLOYEE'S IMMEDIATE FAMILY MEMBER HAS SYMPTOMS:</p> <ul style="list-style-type: none"> • Do not come to campus. • Contact health provider and follow the recommendations. • Contact supervisor and HR (hrcovid@nku.edu or 859-572-5200). • If the employee is able to continue to work they may work from home and will be paid regular wages for hours worked. • Eligible to receive COVID wages for the portion of the workweek they were unable to work. • COVID wage is pay at the regular rate and does not count against the employees sick or vacation banks. • Do not return to campus until they have contacted HR. 	<p align="center">IF THE EMPLOYEE HAS SYMPTOMS:</p> <ul style="list-style-type: none"> • Do not come to campus. • Contact health provider and follow the recommendations. • Contact supervisor and HR (hrcovid@nku.edu or 859-572-5200). • Not be expected to work during this time on campus or at home. • Eligible to receive COVID wages. • COVID wage is pay at the regular rate and does not count against the employees sick or vacation banks. • Do not return to campus until released to do so by medical provider and HR. <p align="center">IF THE EMPLOYEE'S IMMEDIATE FAMILY MEMBER HAS SYMPTOMS:</p> <ul style="list-style-type: none"> • Do not come to campus. • Contact health provider and follow the recommendations. • Contact supervisor and HR (hrcovid@nku.edu or 859-572-5200). • Eligible to receive COVID wages for the time away from work. • COVID wage is pay at the regular rate and does not count against the employees sick or vacation banks. • Do not return to campus until they have contacted HR.
Healthy with Childcare Needs	<ul style="list-style-type: none"> • Contact their supervisor and HR (hrcovid@nku.edu or 859-572-5200). • If able to continue to work they may work from home. • If able to continue to work they will continue to receive their regular wages. • If not able to work for all or part of time, they will receive regular wages for time worked and will use accrued sick and vacation time for portion of the work week they were unable to work. • If they have exhausted sick and vacation banks they will be eligible for COVID wages. • COVID wages is pay at the regular rate but does not count against the employees sick or vacation banks. 	<ul style="list-style-type: none"> • Contact their supervisor and HR (hrcovid@nku.edu or 859-572-5200). • An alternative schedule may be an option and may be worked out between supervisor and employee. • If an alternative schedule is worked out, regular wages for the hours worked will be paid. • If an alternative schedule cannot be worked out, the employee will be granted leave to take care of the child(ren) at home. • The leave time will be paid from accrued sick and vacation time. • If sick and vacation banks are exhausted, employee is eligible for COVID wages. • COVID wage is pay at the regular rate but does not count against the employees sick or vacation banks.