***Update**: The Riverside County Public Health Officer has issued a revised public health order, extending the current physical closure of the UC Riverside campus for all but essential personnel supporting critical university functions through **June 19, 2020**.

Additional guidance concerning graduate student employees (GSR and ASE) will be provided in the near future, when details are received from UCOP. However, the information we have provided for graduate students on March 14, 2020 still applies. Graduate Research Assistants should consult with their supervisor/PI (who is carefully coordinating with their appropriate Dean) on their work assignments and also their eligibility for paid administrative leave. TAs should consult with their supervisor, particularly on how they can fulfill their role when courses are not being taught in person.

Paid Administrative Leave & Hiring During Campus Closure

"Paid Administrative Leave" (PAL) is a single allocation of **up to** 16 work days or 128 hours (raised from the original 14 days). The number of hours for employees who work less than full-time shall be prorated according to the percent of the appointment. Undergraduate student employees (including Federal Work-Study students) are eligible based upon hours scheduled as a percent of a full time (40-hour week) schedule. PAL days do not need to be consecutive and may be taken in increments of hours.

The paid administrative leave hours may be used by UC employees who are unable to work due to COVID-19, including the covered reasons described below (clarified by UCOP on March 16, 2020). Any employee seeking to use PAL for one of the covered reasons must first consult with their supervisor who may or may not grant such leave depending upon the potential impact on operational continuity/critical functions,

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member;
- When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the work site has implemented a COVID-19-related remote-work program or is under a shelter-in-place order and it is not operationally feasible for the employee to work remotely;
- When an employee is unable to work because a COVID-19-related school or daycare closure requires the employee to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.
- Any employee who is supporting critical campus functions who is asymptomatic, including but not limited to all such employees working in support of the University's healthcare facilities, must continue to report to work.

Clarifying Examples

1.	**If there is only enough work for a *non-exempt/hourly* employee with a 1.0 FTE appointment to work remotely six hours per day, may the employee take two hours per day of PAL?**
	Yes, the employee may take PAL in hourly increments.
2.	**If an *exempt* employee with a 1.0 FTE appointment has less than 40 hours of work per week, can they use PAL?**
	UCOP Policy PPSM-30 states the following; "*For compensation purposes, the workweek for a full-time exempt employee is generally considered to be 40 hours, although greater emphasis is placed on meeting the responsibilities assigned to the position rather than working a specified number of hours. During the workweek, an exempt employee is expected to work their regular schedule and to generally be available as business requires. To establish an appointment percentage for a part-time exempt employee, the number of hours the employee will generally be expected to work on a weekly basis as part of their regular schedule will be divided by 40 hours*". Exempt employees are expected to work a full schedule during the closure or use appropriate leave, which may include PAL. Departments should contact Human Resources for direction, on a case-by-case basis.

3.	**For full-time exempt employees, can paid administrative leave be taken in less than full-day increments?**

For exempt employees, use of Paid Administrative Leave *must* be in full-day increments; a day is defined as the regular time that an appointee would have worked on that day regardless of the actual number of hours worked per day. For such exempt employees, there will be up to 16 days on which the Paid Administrative Leave would occur.

4.	**If an employee's appointment is at .50 FTE, are they still eligible for up to 16 work days of PAL?**

Yes, but the leave is prorated according to their percent of appointment i.e., .50 FTE or up to 64 hours of PAL.

5.	**Our undergraduate student is scheduled to work 2 hours/day or 10 hours/per week; however, we have no work for them to perform remotely. How do we determine the amount of PAL they are eligible for?**

The student is effectively working 25% time; consequently, the leave should be prorated at 25%. The student would be eligible for up to 32 hours of PAL.

6.	**If an employee is currently in the Employee-Initiated Reduction in Time (ERIT) Program, are they eligible for PAL?**

Yes, but PAL should be prorated based on their reduced appointment percentage.

NOTE:

We understand that our "closure" order is now through April 30, 2020 and there will be insufficient PAL to cover time in this interval for some staff. We expect UCOP will have consistent guidance in the near future on how these issues will be handled. The guidance we have previously provided, and this information, will get us through the near term.

Staff Specific Guidance

Given this is a highly unusual time, departments should obtain one-over-one approval (next level manager or supervisor) before moving forward with ANY hire, whether the offer has been made and is pending acceptance or made and accepted before the COVID-19 issues emerged. The same guidance is provided for the start of any recruitments. Departments are encouraged to contact Human Resources, with any case specific questions or concerns.

1.	**New Staff Hires – Offer Has Been Accepted**

Departments should contact new employees who accepted offers prior to 3/16/2020, to inform them of the closure and provide direction. If the employee is scheduled to begin work during the campus closure (3/16/2020 - 4/30/2020), the department will offer the same consideration as available to existing employees.

- Employee must pass a background check, if required (LiveScan or HireRight), prior to beginning work or becoming eligible to receive PAL. R'SSC will not offer LiveScan services during the closure. In the absence of LiveScan, departments should require employees to complete a HireRight background check before beginning work. Employees will be instructed to reschedule LiveScan services, when the campus reopens, or use a third-party LiveScan vendor in the meantime (see Page 6 for additional information concerning third-party LiveScan services).

- If the in-person visual inspection requirements and approvals associated with I-9 verification or Oath signature date cannot be met, the following process should occur:

  o **Oath** – Shared Services Centers or other groups responsible for in-person onboarding requirements will schedule a video conference with the employee, during which the individual should be observed electronically signing the Oath in DocuSign. If the individual does not have access to video conferencing technology (Zoom, Skype, etc.), they should be directed to sign the Oath in-person once they return to campus.

  o **I-9 Verification** – If a new hire cannot come in for I-9 processing, and a Remote Agent is not a feasible option due to quarantine, shelter-in-place requirements, or other COVID-19 related limitations, Shared Services Centers or other groups responsible for in-person onboarding requirements will;

    – Have the employee complete Section 1 remotely.

    – Schedule an appointment to inspect the documents using video technology or via fax or email.

- Complete Section 2 and Section 3 (Reverification) of the form, as appropriate.
- Enter a note in the Audit Notes tool indicating reason for the delay (COVID-19) and add "documents physically examined" with the date of inspection when the physical inspection has occurred.
- Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within three business days for in-person verification of identity and employment eligibility documentation for Form I-9.

- If the new employee is needed on the scheduled start day for staffing during the closure as "essential personnel required to support a critical function" the department may request the employee report to work on campus on the scheduled start date or work remotely.

- If the new employee is not needed on the scheduled start day for staffing during the closure as "essential personnel required to support a critical function", the employee would be eligible for PAL, beginning on the scheduled start date through the end date of closure, and may be called upon to support a critical function during that time as well.

- If an employee has accepted our offer (signed offer letter on file and onboarding complete) and the start date is 5/1/2020 or later, departments may alert the employee that the start date may be delayed if the closure is extended. This should be reviewed on an individual basis, and whether the individual is supporting critical functions, or can work remotely, or if their duties could be adjusted temporarily towards something they could complete. It is not the intent of PAL to hire someone and immediately put them on such leave, but there could be unique situations that arise, and if that happens departments should bring the details to Human Resources.

- New employees may work/are eligible for PAL, prorated according to the percent of appointment, provided they have cleared the background check.

- Departments should continue to submit new hire requests in accordance with their respective Shared Services Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure new hires are active in the system and paid on time

2.	**Potential New Staff Hires – Offer pending (UCR has provided written offer but candidate has not accepted prior to 3/16/2020)**

Departments should contact candidates to inform them of the closure and that the proposed start date will be delayed until the campus reopens. Given the fluidity of COVID-19 planning, candidates should be advised that start dates will be no earlier than 5/1/2020 and possibly later.

- Emergency hires - exceptions may be approved by the responsible Vice Chancellor or Dean, if the position is required to support a critical function and must start prior to the end of the closure.

- If it is determined that the new employee is needed for staffing during the closure as "essential personnel required to support a critical function," the department may request the employee report to work on campus on the scheduled start date or work remotely.

- Employee must pass a background check, if required (Live Scan or HireRight), prior to beginning work or becoming eligible to receive PAL. R'SSC will not offer LiveScan services during the closure. In the absence of LiveScan, departments should require employees to complete a HireRight background check before beginning work. Employees will be instructed to reschedule LiveScan services, when the campus reopens, or use a third-party LiveScan vendor in the meantime (see Page 6 for additional information concerning third-party LiveScan services).

- If the in-person visual inspection requirements and approvals associated with I-9 verification or Oath signature date cannot be met, the following process should occur:
  o Oath – Shared Services Centers or other groups responsible for in-person onboarding requirements will schedule a video conference with the employee, during which the individual should be observed electronically signing the Oath in DocuSign. If the individual does not have access to video conferencing technology (Zoom, Skype, etc.), they should be directed to sign the Oath in-person once they return to campus.
  o I-9 Verification - If a new hire cannot come in for I-9 processing, and a Remote Agent is not a feasible option due to quarantine, shelter-in-place requirements, or other COVID-19 related limitations, Shared Services Centers or other groups responsible for in-person onboarding requirements will;
    - Have the employee complete Section 1 remotely.
    - Schedule an appointment to inspect the documents using video technology or via fax or email.

- Complete Section 2 and Section 3 (Reverification) of the form, as appropriate.
- Enter a note in the Audit Notes tool indicating reason for the delay (COVID-19) and add "documents physically examined" with the date of inspection when the physical inspection has occurred.
- Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within three business days for in-person verification of identity and employment eligibility documentation for Form I-9.

o Employee is not eligible for PAL, as the start date will be moved to a date after the campus reopens. If the employee starts work during the closure because they are needed for staffing as "essential personnel to support a critical function", then the department will offer the same consideration as available to existing employees

o Departments should continue to submit new hire requests in accordance with their respective Shared Services Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure new hires are active in the system and paid on time.

3. Staff Recruitments in Process – Offers have not been made, and New Recruitments

When feasible, departments may proceed with recruitment activities, using remote functionality e.g., Zoom or phone interviews, etc.

- Departments should defer making offers until the closure ends, when possible.
- If offers are made during the closure, start date should not be before 5/1/2020 and candidate should be notified that the start date may be deferred further given fluidity around COVID-19.
- Departments should continue to submit new hire requests in accordance with their respective Shared Services Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure new hires are active in the system and paid on time.

4. Contingent Workers (Temp Agency)

Hiring of contingent workers during the closure is permissible, if the work they will perform is critical.

- If it is determined that the new employee is needed for staffing during closure as "essential personnel required to support a critical function", the department may request the employee report to work on campus. Remote work is not recommended for new contingent workers hired during the closure.
- Contingent workers are not eligible for PAL.
- Temp agency handles background check and I-9 requirements.

5. Staff Offboarding

- Eligible employees will receive PAL through the earlier of the effective date of their separation or 4/30/2020. In other words, employees are eligible for PAL up to, but not beyond, their separation date. If the separation occurs during the closure period on a date prior to 4/30/2020, PAL ends on the separation date.
- If, prior to 3/16/2020, an employee provided notice that they will separate on a date during the closure period or if the university has noticed an employee that they will be separated involuntarily during the closure period, the separation date may not be extended, if only to provide the employee with additional PAL.
- Departments should continue to submit offboarding requests in accordance with their respective Shared Services Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure separations are paid on time and accurately.

6. Leaves of Absence (Employees on extended leaves including FML/Sick Leave, or Vacation)

- Employees currently on approved leave (FML, Sick Leave) that is unrelated to COVID-19, may not use PAL in lieu of other types of leave. They would become PAL eligible, when they have been released to return to work and if they have a "covered reason" for using PAL, as described above
- Use of PAL does not impact an employee's sick leave or vacation accruals.
- FMLA is not counted toward time away when the employee is not expected to work; therefore, the PAL period will not be counted towards the 12-week FMLA allotment.
- Employees currently on leave can return to work, working remotely, during the closure.
- Departments should continue to submit leave requests in accordance with their respective Shared Services

Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure employees on leave, with or without pay, are paid on time and accurately.

Undergraduate Student (Including Federal Work-Study Students) Employee Specific Guidance

Departments should contact the Student Financial Aid Office for details concerning any student on the work study financial aid program. Contact information is provided on Page 6.

1. Student Employee New Hires – Offer has been accepted

Departments should contact new student employees who accepted offers prior to 3/16/2020, to inform them of the closure and provide direction. If the employee is scheduled to begin work during the campus closure (3/16/2020 - 4/30/2020), the department will offer the same consideration as available to existing student employees (eligible for prorated PAL based on assigned schedule).

- If the new student employee is needed on the scheduled start day for staffing during the closure as "essential personnel required to support a critical function", the department may request the student report to work on campus on the scheduled start date or work remotely.

- If the new student employee is not needed on the scheduled start day for staffing during the closure as "essential personnel required to support a critical function", the student would be eligible for PAL, beginning on the scheduled start date through the end date of closure, and may be called upon to support a critical function during that time as well.

- In all cases, PAL should be prorated based on the assigned schedule of the student (see clarifying example on Pages 1-2).

- Student employees must pass a background check, if required (Live Scan or HireRight), prior to beginning work or becoming eligible to receive PAL. R'SSC will not offer LiveScan services during the closure. In the absence of LiveScan, departments should require employees to complete a HireRight background check before beginning work. Employees will be instructed to reschedule LiveScan services, when the campus reopens, or use a third-party LiveScan vendor in the meantime (see Page 6 for additional information concerning third-party LiveScan services).

- If the in-person visual inspection requirements and approvals associated with I-9 verification or Oath signature date cannot be met, the following process should occur:

  - **Oath** – Shared Services Centers or other groups responsible for in-person onboarding requirements will schedule a video conference with the employee, during which the individual should be observed electronically signing the Oath in DocuSign. If the individual does not have access to video conferencing technology (Zoom, Skype, etc.), they should be directed to sign the Oath in-person once they return to campus.

  - **I-9 Verification** – If a new hire cannot come in for I-9 processing, and a Remote Agent is not a feasible option due to quarantine, shelter-in-place requirements, or other COVID-19 related limitations, Shared Services Centers or other groups responsible for in-person onboarding requirements will;

    – Have the employee complete Section 1 remotely.

    – Schedule an appointment to inspect the documents using video technology or via fax or email.

    – Complete Section 2 and Section 3 (Reverification) of the form, as appropriate.

    – Enter a note in the Audit Notes tool indicating reason for the delay (COVID-19) and add "documents physically examined" with the date of inspection when the physical inspection has occurred.

    – Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within three business days for in-person verification of identity and employment eligibility documentation for Form I-9.

2. Student Employee Recruitments in Process – Offers have not been made, and New Recruitments

When feasible, departments may proceed with recruitment activities, using remote functionality e.g., Zoom or phone interviews, etc.

- Departments should defer making offers or starting any new student appointments until the closure ends, when possible.

- If offers are made during the closure, start date should not be before 5/1/2020 and the student should be

notified that the start date may be deferred further given fluidity around COVID-19.

- Departments should continue to submit new hire requests in accordance with their respective Shared Services Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure new hires are active in the system and paid on time.

3. Undergraduate Student Employee Offboarding

- Eligible student employees will receive PAL through the earlier of the effective date of their separation or 4/30/2020. In other words, employees are eligible for PAL up to, but not beyond, their separation date. If the separation occurs during the closure period on a date prior to 4/30/2020, PAL ends on the separation date.
- If, prior to 3/16/2020, a student employee provided notice that they will separate on a date during the closure period or if the university has noticed an employee that they will be separated involuntarily during the closure period, the separation date may not be extended, if only to provide the employee with additional PAL.
- Departments should continue to submit offboarding requests in accordance with their respective Shared Services Center (R'SSC, Harvest, Citrus, POSSC), campus, and UCPath deadlines to ensure separations are paid on time and accurately.

4. Are Federal Work Study students eligible for paid administrative leave too?

Yes, but whenever possible, supervisors are encouraged to work with students to develop a plan for working remotely. If remote work is not possible, then students are eligible to be paid for the hours they would have worked during the Spring 2020 term -- as long as their Work Study funding has not been exhausted. Department Supervisors can determine if students have any remaining Work Study funding. They can ask their students to inform them of their initial Work Study offer (found in R'Web, under the Financial Aid portal) and then compare it to their current earnings, from a SuperDOPE report.

In addition, the Work Study program is able to assume 100% of student wages due to the COVID-19 pandemic. This means that you will not be responsible for 50% of your student wages, as is customary in normal circumstances.

Students will still need to submit their timesheets during the normal due dates. Students should be using the "Administrative – Paid Special" code. This code is now programmed to pay for student wages with Work Study at 100% and not the usual 50% Work Study/50% department split. However, once students exhaust their Work Study funding, the code will use the Paid Administrative Leave allocation. You will then need to monitor those hours to make sure you are not over-reporting.

If you are in need of additional support, we encourage you to reach out to us for assistance at workstudy@ucr.edu

LiveScan Services - Use of Third-Party Vendors

- As noted above, R'SSC is not offering LiveScan services during the closure. Departments may elect to use third-party vendors, if the HireRight background check process is not an appropriate interim solution. UCR does not have a contractual relationship with a LiveScan vendor; however, departments/employees may access the Department of Justice website at https://oag.ca.gov/fingerprints/locations for listings of LiveScan providers by county.
- Based on calls made to vendors on 3/19/20 (prior to the Governor's directive to Stay at Home), the majority of vendors in the Riverside/Corona area had already curtailed these services. It is likely that additional closures will occur due to the Governor's directive.
- Employees should be encouraged to call ahead / make an appointment on-line to ensure services are available at the selected provider.
- Departments should contact their respective Shared Services Center for instructions concerning documentation and workflow processes, if a third-party vendor is utilized.
- Employees should consult with their department concerning reimbursement of out-of-pocket costs. Some vendors accept only cash or "corporate" checks; consequently, employees should be advised to ask the vendor about acceptable methods of payment, when the appointment is scheduled.

Additional Information

- All shared services centers (Citrus, Harvest, POSSC and R'SSC) are operational during the closure, with staff working remotely. No service delays are anticipated.

- Day-One, In-Person Onboarding Appointments and LiveScan Services are not currently planned to be offered during the closure. LiveScan and Day-One (I-9 and Oath) appointments will be scheduled when the campus reopens.

- We can use HireRight with all new hires until UCR reopens. The only concern will be if HireRight does not maintain their normal business operations during this COVID-19 situation.

- This guidance may be revised or updated during the period of the closure, if needed.

- It is impossible to address every question or concern that departments may have in a single guidance document. Please contact the offices listed below, for additional information:

  o Human Resources for additional guidance or if unique situations emerge at HRPolicy@ucr.edu.

  o Questions concerning graduate student employment can be directed to patrick.napier@ucr.edu.

  o Questions concerning academic appointments should be directed to the Academic Personnel Office at apomail@ucr.edu.

  o Questions concerning financial aid / work study programs should be directed to the Financial Aid Office at finaid@ucr.edu or wrkstudy@ucr.edu. Frequently Asked Questions (FAQs) (including COVID answers) can be found on the unit's website https://financialaid.ucr.edu.