

HUMAN RESOURCES MESSAGE TO EMPLOYEES

Thank you all for your cooperation yesterday as we dealt with the sobering order to “Shelter in Place” (SIP). All of us are waking up to a new normal, at least for the next few weeks. Below I am providing answers to some questions I have received from you and some of our own. This is followed by some other topics I will address later.

What is my employment status during SIP?

You are, and remain, a valued employee of Ohlone Community College and you will continue to be paid for the duration of the SIP as you have normally. If your status is full or part-time prior to the SIP, you will remain the same.

Will my retirement, health, welfare and other benefits be negatively affected?

You will continue to receive the same level of benefits as you have prior to the SIP. The district will continue to pay into your chosen medical plans and will make contributions to PERS and STRS as normal. All of those programs are dealing with the similar issues therefore we understand that some contributions might be slow to show up in your accounts, but you will be able to confirm your benefits by calling your providers. I urge you to be patient as all of our systems are burdened.

What does it mean to work remotely?

You are still an employee (in paid status) and you are required to be available to the college during regular working hours. Essentially that means, you can be called upon anytime during working hours and at times – outside of normal working hours. We ask that you cooperate when asked to complete tasks that may or may not be within your job scope. You may be needed to participate in mandated training done virtually. We expect you to attend. If you have not shared your cell or home phone with your supervisor, please be sure to do so right away. Some of you have been identified as “emergency workers”, meaning we need you to complete tasks from home and you have already been notified. You may have been provided with a computer and remote access (VPN). If you need a laptop and/or VPN access and have not been already identified, please contact your supervisor right away. We will get those instructions out to you as soon as possible. We ask that you continue to:

- Check your email and our website frequently
- Alert your supervisor of any issues. You might notice that our customers are struggling with a particular issue that your supervisor may not be aware of at the time.

What about my leave rights?

We have created emergency leaves procedures, but they are not relevant now since we are on SIP. I will be updating our leave policies as we prepare to return to work. However, if you are ill, we are not expecting you to work. Please let your supervisor know that you are ill and unable to perform your assigned tasks.

Taking SIP seriously

The way you comply with SIP is under local order. I understand that this health order could be enforceable as a misdemeanor, but I suspect that would be a last resort. Please review the order

on your county's website. It is important that you take personal responsibility in how you care for yourself. Know that it is important that when we return to work, we have done as much as we can to contribute to slowing the spread of this virus. If Ohlone is intentional about our behaviors during this time, we stand the best chance to return to work in a safer environment. What we do will impact others.

More information on the following topics will follow (send me other topics if you don't see your burning topic below):

- How do I complete your absence report and when to email to your supervisor?
- When is Payday?
- How do I report my sick time?
- Will I be expected to attend virtual meetings?
- I am going to refinance my loans; how do I get my employment verified?
- How will be I reimbursed for expenses?
- How do I buy equipment that I need but can't go to the college?
- How do I access our Employee Assistance Programs?
- What are virtual HR Workshops?
- I don't know how to use my VPN?
- How do I protect Ohlone's data when accessing data from home?
- Am I required to complete trainings at home?
- How do I stay informed on COVID-19?
- I have been designated as a "Call Center" operator, what do I do?
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Thank you all for your patience. Please stay well. I understand you can take walks alone or walk with someone but be 6 feet apart. Enjoy the fresh air!

Shairon Zingsheim
Vice President, Human Resources and Training

Sent via email on March 17, 2020