

HUMAN RESOURCES MESSAGE TO EMPLOYEES

Today is one week since we began working remotely to comply with the ‘shelter in place’ ordinance. I miss seeing our beautiful campus and your faces! This is my second “letter” to you in hopes that I am providing you useful information and answering some of your questions. I don’t want to overwhelm you!

Our highest priority has been (and will continue to be) that our employees and students are tending to their families, their health, and their safety. We do recognize that many of you are dealing with new situations like settling into a “home” office, home schooling your children and having your partners or others working from home as well. I only have two of those – settling into my home office and dealing with a spouse who is on the phone or on zoom all day. It can be chaotic, and I am trying to cope. So, my heart goes out to those of you who have become K-12 instructors on top of that.

Some of you are managing feelings of isolation while spending multiple days working alone. This is difficult and isolation might feel hopeless. Please reach out to our Employee Assistance Program (EAP) and seek assistance. Attached to this email is information on our [EAP program](#). It is one of the best plans in the state. More importantly, please know YOU matter. You belong to the Ohlone family and we want to stay connected with each other. Reach out to any of us or your co-workers. My phone is always on: 408-375-5238 and I am usually able to respond to emails pretty quickly.

This week I am responding to the following:

How do I complete your absence report and how do I send it to my supervisor?

Permanent employees are paid at the end of each month. These employees are paid “ahead”. For example, you get paid for the work you did in March, but you submit your Absence Report at the end of March that indicates whether you used leaves such as vacation or sick during the month of March. So, you are paid ahead of accounting for your time.

In an effort to test out our offsite payroll process we paid all permanent employees last Friday – March 20th, 2020. Obviously, the business office did not receive absence reports for the employees we paid. There was no time for that! However, you may click on the link below and complete the absence report (for March) no later than March 31, 2020. Once completed, you should save the document and email to your supervisor. He/She will ensure submittal to the payroll department. If you used vacation time or sick leave any time before the first day of SIP, please note that. Time from March 17 to March 31 is considered regular work time. Please complete your absence report accordingly. Absence reports and other forms can be found at: <https://www.ohlone.edu/payroll/forms>

When is Payday?

Except for the month of March (you were paid early on March 20th), you can expect to be paid on or before the following dates for the rest of this fiscal year:

1. Thursday, April 30, 2020
2. Friday, May 29, 2020
3. Tuesday, June 30, 2020

Temporary employees: part-time employees, classified temporaries, student workers etc. are paid on the 10th of each month. We will be sending a separate email about that process.

Will I be expected to attend virtual meetings?

All employees are expected to be available during regular work hours to perform work as needed. The same expectations for you to participate in meetings, contribute to work or other is required as if you were physically on campus. Please respond to your supervisor and attend any scheduled meetings. Note too that you may be called upon to do other duties while working remotely. If you have concerns about your assignments, please speak with your supervisor or contact your union representative.

How do I access our Employee Assistance Programs?

We have a robust Employee Assistance Program – CONCERN EAP. Information about CONCERN is attached but the number to call is 800-344-4222. CONCERN will be able to provide resources for you and/or make appropriate referrals. I can tell you that I have used CONCERN and have never been disappointed.

Am I required to complete trainings at home?

Yes, as soon as I can, I am hoping to work with Sandy Bennett, Classified PD Coordinator and Darline Gunsauls and Matthew Ng to host workshops that are useful to you. Unless you are ill, taking vacation time you will be required to attend some trainings.

And in Other News!

- We have developed two “procedures” or changes to the current way we operate as a result of the COVID-19. The two current procedures address (they are attached):
 1. Travel restrictions
 2. Access to campus
- By now you received an email about the open forums for the three candidates for President. Please plan on attending one of the sessions. It is important that you have a chance to ask questions or observe how the candidates respond to questions from your colleagues.

During this extremely difficult time, please take time for yourself - your own health—both physical and mental. No matter what issues you may be struggling with at this time, please know that we are here to support you. That your concerns are important to us and we will continue to do all we can to help and assist, and that all that you have done to this point and will continue to do is greatly appreciated.

When this pandemic ends our college will have learned lots of lessons and we will use those to inform the future.

The answers to questions I responded to last week are posted at: <https://www.ohlone.edu/information-corona-virus>.

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

- How do I report my sick time?
- 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?
- 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?
- How do I stay informed on COVID-19?

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 23, 2020