



Office of Human Resources

COVID-19 & CSN Human Resources FAQs:

Q: What are the three categorizations of employees and how do I know under which category I fall.

A: The three categories of employees are: Essential On-Campus, Essential-Off Campus, and Administrative Leave. Essential On-Campus employees is a very limited group of individuals that are allowed on the campus. This group is reviewed and approved by Dr. Zaragoza and his team. Essential Off-Campus employees are those employees who are telecommuting. Administrative Leave employees are those whose positions do not lend themselves to telecommuting but are in a paid status.

Your supervisor will communicate to you as to which category you have been designated.

Q: I understand that campuses are closed to the general public and employees. I really need to be on campus to retrieve items and work in my office. Am I allowed to come to campus to work?

A. Other than Essential On-Campus employees, no other employees should come to campus. If you believe you need to come to campus work with your supervisor who will send the request to the Executive Council for review and approval.

Q: Telecommuting is a new concept to me, and I have never done it before. How can I adjust to the new, temporary environment?

A. Supervisors are working with their teams to establish work projects and tasks with their teams. In addition, online training is being created and will be made available to all employees to help them adjust to their telecommuting environment. This training will be listed in the CAPE library of resources.

Q: I am concerned about possible exposure to COVID-19, what should I do?

A. *If you believe you have been exposed to COVID-19, contact your health care provider immediately. You should also use the [CSN Online Reporting Form](#) and work with your supervisor and Human Resources.*

Q: I don't believe I have the proper technology to work from home. What should I do?

A. *Please work with your supervisor and advise them of your possible technology needs. Your supervisor will work with ITS at that time to address the needs.*

Q: I am concerned that if I self-quarantine or test positive for COVID-19 I may go into a "Leave Without Pay" (LWOP) status?

A. *No employee will be required to go into a LWOP status for leave related to COVID-19. If you have questions regarding leave, please contact Kathy Eghoian or Bill Dial in Human Resources.*

Q: I am a part-time worker and am concerned about losing pay, what is the status of my job

A. *Part-time employees who telecommute will enter their hours and be paid normally that way. Part-time and Federal Work Study students who are not engaged in telecommuting or other work should enter their average weekly time worked into the Workday System using the proper coding. Instructions on this are forthcoming from Human Resources.*

Q: Am I required to complete the temporary telecommuting form?

A. *An employee is only required to complete the temporary telecommuting form if they are identified as an Essential Off-Campus employee.*

Q: Are Academic Faculty required to complete a temporary telecommuting form?

A. *Academic Faculty are not required to complete the form as their course syllabus serves this purpose.*

Q: What if I am in one of the higher risk groups as identified by the CDC. Should I take any actions?

A. *You can work with your supervisor on this, who in turn will work with Human Resources. One of the primary reasons for CSN moving to a virtual environment was to limit contact between employees to prevent possible exposure to COVID-19.*

Should any employee have questions that are not answered in these FAQ's, please email Human Resource at HRcustomerservice@CSN.edu