



Office of Human Resources

To: CSN Employees
From: Bill Dial, Chief Human Resources Officer
Date: March 25, 2020
Re: College of Southern Nevada Human Resources Updates

Colleagues,

I wanted to take this opportunity to update each of you as to the progress we have made in moving CSN to a virtual organization. It has taken a collaborative and admirable effort of all employees to make this happen, and speaks to the tenacity, hard work, and dedication of our employees. Thank you!

As you will recall, last week CSN HR rolled out our initial telecommuting program. This required quick action, and as a result, there were oversights. Among these was verbiage on the initial telecommuting form that caused concern among our employees. This was never the intent. However, we listened, and have removed any verbiage in the form as it relates to home inspection and care for family. Please look for the updated form soon from Human Resources.

Secondly, many of you have inquired about campus closures, COVID-19 protocols, and leave procedures. As such, we have developed an FAQ that can be found on the [CSN COVID 19 Website](#). These FAQs will be updated as needed, but I also encourage employees to contact HR with any specific questions they may have, as each employee's work situation is unique.

Finally, there has been an update in Workday to address how administrative paid leave, part-time hours, and hours for federal work-study students should be entered. The instructions for this can also be found at [CSN COVID 19 Website](#) and I encourage all employees to view the webinar that is being broadcast at 2 p.m. tomorrow, March 25.

I appreciate all you do for CSN and our students, and for your patience and flexibility in these challenging times. Together, we will get through this.

If you have any additional questions, please work your supervisor or contact CSN Human Resources at HRcustomerservice@CSN.edu.

Regards,

Bill Dial, PhD, PHR, SHRM-CP
Chief Human Resources Officer

