

NOTE: THIS DOCUMENT IS MEANT AS A PRELIMINARY GUIDE BASED ON FAQs DEVELOPED BY PEOPLE & CULTURE AND THE HR NETWORK

INFORMATION WILL BE UPDATED BELOW AS NEEDED

PLEASE CONSULT THE [PEOPLE & CULTURE WEBSITE](#) FOR MORE IN-DEPTH INFORMATION

last update – 4/06/2020

COVID-19 – Additional Information and Common FAQs

Check Berkeley News for the Latest Coronavirus (COVID-19) Information

<https://news.berkeley.edu/coronavirus/>

Campus Websites and Resources:

Coronavirus response: Managers must develop plans for most staff to work remotely (March 12)

<https://news.berkeley.edu/2020/03/12/coronavirus-reponse-managers-must-develop-plans-for-most-staff-to-work-remotely/>

Parking and Transportation – [information on parking, parking permits, and AC Transit Employee EasyPas](#)

Telecommuting Resources

<https://technology.berkeley.edu/telecommuting>

Executive Order dated March 16, 2020 from President Napolitano:

<https://ucnet.universityofcalifornia.edu/news/2020/01/executive-order-re-paid-administrative-leave-03-16-20.pdf>

Guidance for Supervisors Regarding March 16 Executive Order

https://hr.berkeley.edu/sites/default/files/guidance_for_supervisors_for_jn_executive_order_of_3-16docxfinal.pdf

COVID-19-Related Leave for Academic Appointees: Guidance for Supervisors

https://www.ucop.edu/academic-personnel-programs/_files/special-announcements/covid-19-leave-guidance-for-academic-supervisors.pdf

Guidance for timekeeping during the Coronavirus (COVID-19)

<https://caltime.berkeley.edu>

Sponsored Projects Office

<https://spo.berkeley.edu/procedures/covid19.html>

Working Remotely

On March 12, 2020, AVC–People & Culture Eugene Whitlock and Vice Provost for the Faculty Ben Hermalin wrote: “[In order to increase social distancing in the workplace, managers and](#)

supervisors must *proactively* work with their employees, including student employees, to develop plans for most employees to work remotely.”

1. Do I still need to complete a [Temporary Remote Work Agreement \(TRW\)](#)?

Yes, an agreement should be completed for each employee (staff or student employee) working remotely.

2. How does this work for student employees in E&I?

Supervisors were previously asked to identify projects that students could perform remotely. Students working remotely should also complete temporary remote agreements. Please ensure that the maximum number of work hours are reflected in the agreement. The Berkeley campus is allowing student employees who have returned home, including those temporarily relocating to out-of-state locations, to work remotely. Department managers of staff and student employees who temporarily relocated out-of-state are [asked to complete and submit this form](#). For now, these employees will continue to be paid without adjusting their current California payroll withholding.

If the shelter-in-place order is rescinded in the near future, a reconciliation for tax purposes may be needed to adjust an individual’s tax withholding to align with their work location of temporary residence. If the shelter-in-place order is extended even further, employee records may need to be adjusted in UCPath to reflect the tax withholding of the location in which employees are working.

International Employees: Employees on a non-immigrant status choosing/or having chosen to temporarily relocate to an address that is not within the normal commuting distance to the worksite and/or outside the country should also inform the [Berkeley International Office](#) as soon as possible of their new address.

3. Does the TRW Agreement require hard signatures?

No, email is fine. Save the emails so they can be attached to the agreement.

4. What do I do with the TRW Agreement once it is signed off?

Once the agreement is signed off, the supervisor should open a ServiceNow ticket to add the agreement to the personnel file. If the supervisor has multiple agreements, they can open one ticket with agreements attached for their direct reports. In the comments field, the supervisor should list out each employee’s full name. Add Sr. HR Partner Ambily Rajappan (arajappan@berkeley.edu) as a watcher to the ticket.

5. What if an employee’s work cannot be done remotely?

As a reminder, supervisors should be identifying remote work/training/professional development opportunities prior to resorting to paid administrative leave. The [People & Culture](#) website has numerous resources to help identify professional development opportunities that can substitute for an employee’s regular work assignments.

6. Can an employee be reimbursed for what they may need to purchase to set up a workspace at home? If an employee does not have internet access at home, can a department purchase temporary remote internet access? What is the process for doing that?

Purchases may be authorized by the supervisor only. Per guidance issued from the EVCP on 3/18: *The campus has adopted an [emergency procurement process](#) to enable employees and faculty to obtain equipment and internet access to enable them to work from home. Employees and faculty who need these resources should address their needs with their supervisor or department chair.* Peripherals and accessories can be purchased with a Berkeley procurement card (Pro-Card). **E&I will be conducting an assessment with managers to identify remote work needs of staff.**

7. Can an employee use their personal laptop for work?

If an employee does not work with large amounts of sensitive data and will primarily use email and online campus systems, they may use your own laptop, but MUST adhere to all of the following guidelines:

- MUST NOT share their computer with anyone;
- **Install VPN ASAP**
<https://security.berkeley.edu/services/bsecure/bsecure-remote-access-vpn>
(look at the how to get started);
- Lock the device with a password; and
- Do NOT enable automatic login to accounts.

See these resources:

<https://technology.berkeley.edu/telecommuting>

<https://security.berkeley.edu/education-awareness/best-practices-how-tos/best-practices-telecommuting-securely>

NOTE: If a department has purchased a laptop outside of the campus emergency procurement process (i.e., via a ticket with IT client services) then these security guidelines must also be followed.

COVID-19 Paid Administrative Leave, Timekeeping, and Payroll

1. How much COVID-19 Paid Administrative Leave is available per employee?

Per the [Executive Order from the Office of the President](#), there is a bank of 128 hours for each full-time employee. This one-time allotment of up to 128 hours of paid administrative leave is to be used no later than **December 31, 2020**, based on certain conditions. Employees who work less than full time will receive a pro-rated share of that allotment. For example, a student who works 4 hours per week has a 10% assignment and therefore will receive 10% of the allotment, or 12.8 hours total.

2. Who is eligible for the COVID-19 Paid Administrative Leave?

All staff, including employees in the following appointments: career, limited, contract, per diem, academic, and student employees

3. Will an employee have to use their sick or vacation pay first before they use the paid admin leave?

No. Individuals who are not able to work remotely can access paid administrative leave immediately.

4. When may an employee use the COVID-19 Paid Administrative Leave?

The paid administrative leave hours may only be used for the following purposes:

- When an employee is unable to work (onsite or remotely) 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.

See [Guidance for Supervisors](#).

5. How does an employee request COVID-19 Paid Administrative Leave if they fall within one of the above categories?

Employees should send an email to their supervisor stating the need to use COVID-19 Paid Administrative Leave **AND** indicate the applicable purpose from the above list. Employees without access to email may leave a voicemail message.

6. If a supervisor is unable to get in contact with their employee (e.g., student) should the supervisor add the CV19-Admin Leave with Pay pay code in CalTime on behalf of the employee or is the employee required to submit a request for administrative leave with pay first?

All employees, including student employees, need to make a request for paid administrative leave.

7. How should work-study students record their time if they are not working on campus and remote work is not possible?

The Financial Aid Office has confirmed that “. . . provided departments continue to pay their share of a student's earnings, the Work-Study Program will cover its share of the student's earnings for the time the student was scheduled to work, up to the Work-Study award limit.” Note that the paid administrative leave 128-hour limit does not apply. However, in order to track the expenses related to COVID-19, the work-study student should use the **CV19-Admin Leave with Pay** code in CalTime.

8. How should staff record the paid administrative leave (for non-exempt employees vs. exempt employees)?

- Non-exempt employees paid on an hourly basis may record administrative leave based on hours of administrative leave taken each day.
- Exempt employees who take a partial day of administrative leave do not need to report *any* administrative leave taken for that day. Exempt employees should report a full day of administrative leave only if they do not work the entire day.

9. Regarding the paid leave being pro-rated: What does this mean in situations like the following: student appointments are often entered as 20%, but they may work an average of 5 hours or 25 hours in a week; this also applies to limited and per diem appointments. How many paid administrative leave hours are they eligible for?

For students (or any employee) with a 20% appointment the paid administrative allotment is 20% of 128 hours. For per diem employees, please consult with Sr. HR Partner Ambily Rajappan.

10. How do employees complete CalTime for COVID-19-related paid administrative leave?

For COVID-19 paid administrative leave, select **CV19-Admin Leave with Pay** from the Pay Code drop-down menu in CalTime. NOTE: CalTime does not currently have a way to track Paid Administrative Leave hours/days, so supervisors will need to monitor the employees' hours.

11. Does an employee still need to record their time, breaks, lunch, etc., if they are temporarily working remotely?

Employees working remotely are required to take rest and meal breaks in full compliance with all applicable policies or collective bargaining agreements, just as if they are working onsite. NOTE: Time worked either on campus or remotely must continue to be recorded in CalTime as usual and can be accessed on the UC Berkeley network or remotely by any employee. Continue to use the regularly scheduled approval deadlines to record/approve your time; CalTime will send approval reminders to employees and supervisors as usual.

For more information please refer to CalTime's [Guidance for TimeKeeping During the Coronavirus](#).

12. What about employees who enter time on a paper timesheet?

Supervisors need to help support their employees by entering their time, if necessary. This may mean that email approval of timesheets should be allowed. CalTime protocols on timekeeping dictate that the employee should reach out to their supervisors, then the supervisor should attempt to track the time, and if not, they should reach out to Berkeley Regional Services.

13. Will the COVID-19 paid administrative leave be pensionable?

Yes. Paid Admin Leave for COVID-19 will have the same attributes as REG pay and count towards service credit (if applicable).

14. Who pays for the COVID-19 Paid Administrative Leave? What if the grantor or funding source does not allow for administrative leave?

Departments are responsible for the paid administrative leave.

For contracts and grants, the [Sponsored Projects Office](#) provides guidance on administering contracts and grants under COVID-19 conditions. Please also consult the FAQs at the [VC Research COVID-19](#) website.

Please notify [Debbie Fong](#), E&I HR Manager, of any updates and/or broken web links. Thank you!