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Emergency Employee Policies

The Antioch College Emergency Employee Policies, including the Essential Activities and Personnel Policy, Remote Work Policy, and Emergency Situational Leave Policy, are being put in place by College Council. The terms of these policies will be ended at the direction of the College Council following a safety and operations assessment of Antioch College's ability to resume some or all of its normal operations.

Essential Activities and Personnel Policy

Antioch College remains open and its operations continue albeit predominantly in a more remote, online form. There are essential activities that must continue on campus, including activities in Residential Life, Health Services, Public Safety, Finance, Food Service, Housekeeping and Maintenance, Wellness Center (Pool Maintenance), Antioch Farm (Animal Care), Glen Helen Raptor Center (Animal Care), Information Technology, Advancement. College activities not in this list, should shift to working at a remote location. Area leaders should work with their teams to determine the staffing hours required to meet the essential onsite objectives for their area and make assignments to accomplish those objectives. Employees providing the essential work on campus will be paid at their regular hourly rate.

Note: Even individuals who are considered essential, should not come to campus if they are experiencing symptoms or have been around people who are experiencing symptoms. Self-isolate for at least 14 days and communicate your status to your supervisor.

Remote Work Policy

Because of the extraordinary situation being faced in the world associated with the impacts of COVID-19, and in support of efforts to limit and slow its transmission, Antioch College is implementing a process for Antioch College employees to fulfill some or all of their work responsibilities and requirements from a location off of the Antioch College properties, as appropriate. Employees able to accomplish some or all of their work remotely will do so;

working in conjunction with and agreement from their supervisor for the period of this policy. We understand that employees might not be able to perform all of their job's essential functions during this temporary period because they will be working remotely. However, given these exigent circumstances, Antioch is temporarily adjusting its policies to allow remote work options. Please understand that this is subject to change.

Remote work allows an employee to work all or part of the work week from a location other than campus. Employees working remotely are subject to all College policies and procedures.

Additionally, employees in a temporary remote work arrangement must agree to the following:

- Employees working remotely will be solely responsible for the configuration of and all of the expenses associated with their remote workspace unless the College expressly agrees otherwise. This includes access to an Antioch College laptop or your private computer with internet access; a personal phone that you can use for Antioch business; and any other material or equipment needed during this time.
- Remote working includes being fully available to colleagues during work hours (as agreed upon with your manager and communicated to your colleagues) via phone, email, Google Chat and/or Zoom.
- Productive work is expected during remote work.
- Expectations regarding attendance, communication, deliverables and measuring productivity must be established with your supervisor.
- Institutional documents, reports, records and equipment must be securely stored and maintained in accordance with the College's policies. Employees working remotely are responsible for the security of all Antioch College information that they access during this time.

All employees who are working remotely, including those working with dependents at home, must meet the expectations above.

If an employee's manager deems that a temporary remote work arrangement is not working effectively or as envisioned at any time, the remote work arrangement can be revised or discontinued.

Employees who intend to work remotely should complete the [Temporary Remote Work Form](#) which must then be approved by the employee's manager and the Vice President of their respective area.

Emergency Situational Leave Policy

As an organization with fewer than 500 employees, Antioch College complies with the Families First Coronavirus Act effective Thursday, April 2, 2020.

Family Leave

Under this act, employees have as many as 12 weeks of job-protected leave if they must care for a dependent under 18 years old if the school or place of care for the child has been closed, or the childcare provider is unavailable due to a public health emergency. To be eligible the employee must have been employed for at least 30 calendar days. For the first 10 days of leave, employees may use sick time to cover work missed due to illness, care for children because of COVID-19 related closures of schools or day care centers, or for other breakdowns in care arrangements. Employees with insufficient accrued sick leave may use up to an additional 10 days of emergency administrative leave with documentation. Any administrative leave used during this unique situation will be deducted from vacation time should an employee no longer be employed by the college within 6 months. After the first 10 days of leave, employees will be paid at two-thirds regular rate of pay for the number of hours the employee would otherwise be normally scheduled to work; provided, however, that such paid leave is capped at \$200/day. Paid leave will continue until the qualifying condition no longer exists, or after twelve weeks of leave have been taken. There is a \$10,000 cap on the aggregate amount of paid leave paid to an employee.

Emergency Sick Leave

In addition to the College's sick leave policy, the emergency sick leave for employees who cannot work for any of the following reasons:

- A. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- B. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- C. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- D. The employee is caring for an individual who is either (1) subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or (2) has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- E. The employee is caring for a dependent if the school or place of care of the dependent has been closed, or the child care provider of such dependent is unavailable, due to COVID-19 precautions;

- F. The employee is experiencing any other substantially similar condition specified by the US Secretary of Health and Human Services in consultation with the US Secretary of the Treasury and the US Secretary of Labor.

Employees in 40-hour/week, full-time positions who meet the criteria above will receive 80 hours of paid sick leave. Pro-rating of paid sick leave hours will occur for part-time employees who meet the criteria above, emergency sick leave is the number of hours the employee worked averaged over the 2-week period of January 27 – February 9, 2020. Emergency paid sick time does not carry over from one year to the next. Paid sick time not used at the time of an employee's termination, resignation, or retirement will not be paid out to the employee.

Emergency sick leave is paid at the employee's regular rate, subject to a maximum of \$511 per day and \$5,110 in the aggregate for qualifying conditions (A), (B), or (C) described above, and at two-thirds the employee's regular rate, subject to a maximum of \$200 per day and \$2,000 in the aggregate for qualifying conditions (D), (E), or (F) described above.

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