

Garrett College Board of Trustees

ACTION ITEM: COVID 19-II.2

MEETING DATE: March 20, 2020

PRESENTED BY: Dr. Richard Midcap, President, and Ms. Shelley Menear,
Director of Equity and Compliance

ITEM TITLE: Emergency Physical Locations Action

RECOMMENDATION:
The Board will review and act on the emergency policy below.

EMERGENCY ACTION:

Garrett College expects any employee who can work remotely (“telework”) while the physical location is closed to do so. Employees unable to work from home for any reason while the physical location is closed, who are not deemed necessary to be on campus to ensure the safe and secure operation of the campus, will be required to take sick, personal, vacation and or comp-time if they cannot work from home for any reason.

Employees whose presence on campus is deemed necessary during a physical location closure to ensure safe and secure operation of the college and delivery of academic coursework, while remaining staff telework, will report to campus as directed. They will be paid their regular rate since the College is not closed – all others are on telework or taking leave. Employees required to be on campus who cannot fulfill that responsibility must take leave for that day.

If the Governor of Maryland or President of the United States declares “shelter in place”, the essential personnel necessary to be on campus for the safe and secure operation of the campus will be recommended by the appropriate dean and approved by the College President.

Should the College completely close (including ceasing the delivery of academic coursework and all but the most essential operations to preserve the safety and security of people and facilities), employees whose presence on campus is still deemed essential will be paid the 2 ½ times salary the College pays when it is closed for business and employees are paid.

The College will pay all permanent, benefited employees and work-study students (within applicable Federal Work-Study regulations) during a complete closure (cease all but the most essential operations) up to a month (two pay periods), to be reviewed by the Board of Trustees on a monthly basis.