



March 31, 2020

GTU Staff:

New Federal Guidelines are recommending the extension of social distancing measures through the end of April, and new Orders from the City of Berkeley and six Bay Area Counties, including Alameda County, are extending “shelter in place” provisions through May 3, 2020. **Due to these changes GTU has extended building closures and will continue to conduct most campus operations remotely through Sunday, May 3, 2020.** The GTU will continue its temporary emergency protocols for payment of staff through May 3, 2020.

We are continuing to require those staff who can work from home to do so through May 3, 2020. **Working on campus will be limited to maintaining minimum basic operations as outlined in the new County Orders.** Staff should stay away from campus unless it is absolutely essential that they come in, and then it should be for a very short period of time. As before, those whose work requires them to come to campus, as agreed upon with their supervisor and as required to perform minimum basic operations, will do so on alternating schedules so as to observe mandatory protocols for social distancing. Please review the previous communication from Human Resources about [How to Work Safely on Campus During COVID-19](#).

For those employees whose normal work cannot easily be done remotely, supervisors and employees should work together to develop an alternate work plan if possible. Alternate work may include completing special assignments, projects, or job-related training if possible.

### **Employees with remote work arrangements**

If employees work from home under the [GTU Guidelines for Working Remotely](#), it will be considered paid work status. An [Agreement to Work Remotely](#) must be on file with the Human Resources Office. The forms can be found on the Public Drive, in the HR folder. Employees with remote work arrangements who are ill should still use their sick leave for any days of illness. Also, employees who are on vacation should use their vacation leave for those days. Remember that staff paid hourly should continue to follow regular guidelines for [Meal and Rest Breaks](#).

### **Employees without remote work arrangements - GTU Extends Payment**

Employees without remote work arrangements will be paid as per their regular work schedule through May 3, 2020. This includes regular staff and student workers. Timesheets should be completed as usual, as though you were working your regular GTU job.



**Special note for student employees**

The Office of Postsecondary Education has issued a notice which allows the school to use our allotted Federal work-study funds under the current circumstances. GTU-enrolled students who normally perform work using Federal work-study may continue to receive pay through May 3, 2020, even if they cannot work through that date.

In addition, based on these guidelines, GTU has determined it will also continue to pay other student employees based on their regular work schedules through May 3, 2020, even if no work is completed. **We encourage student employees and their supervisors to work together to develop plans for remote work or training if possible.**

Please email [hr@gtu.edu](mailto:hr@gtu.edu) if you have any questions about these arrangements.

Sincerely,  
Debi Walker  
Director of Human Resources (Interim)