## SENATE RESOLUTION #2707

**TITLE:** ASUW Support for Student Employees During the COVID-19 Pandemic

**DATE INTRODUCED:** September 22, 2020

**AUTHOR:** President Talamantes

**SPONSORS:** Vice President Titus; Senators Hanks, Holcomb, Houghton, Pierson, & Rubano; Director of Financial Planning and Analysis Madhyanam

1. WHEREAS, the purpose of the Associated Students of the University of Wyoming

2. (ASUW) Student Government is to serve our fellow students in the best manner possible;

3. and,

4. WHEREAS, the University of Wyoming introduced a Phased Return to Campus Plan on

5. August 12th, 2020, 12 days before the start of the semester; and,

6. WHEREAS, the ASUW Student Government understands the Board of Trustees'

7. decision to implement a Phased Return to Campus Plan and the need for President Seidel

8. to develop a surveillance and testing program to track the virus in order to keep students,

9. faculty, and staff on campus safe and healthy; and,

10. WHEREAS, while we understand the decision, the ASUW recognizes that the timing of

11. the decision disrupted students' move-in plans, impacted students' hourly employment

12. on-campus due to reduced hours and/or closure of campus entities until a certain phase,

13. and did not give students adequate time to financially plan their transition; and,

14. WHEREAS, the overview section of the UW Pause Plan, referenced in Addendum

15. A, states that only critical personnel will be allowed on-campus for the duration of the

16. pause; and,

17. WHEREAS, the Employee Safety and Success section of the UW Pause Plan, referenced

18. in Addendum B, states that work hours may be altered due to a potential pause; and,

19. WHEREAS, the Employee Safety and Success section of the UW Pause Plan states that,

20. "for hourly employees whose jobs do not lend themselves to remote work, they should

21. use the Emergency Leave with Pay absence code consistent with their scheduled hours

22. during the pause."; and,

23. WHEREAS, the Emergency Leave with Pay guideline is only in place for non-student

24. employees; and,

25. WHEREAS, Human Resources and the Emergency Executive Policy Group (EEPG)

26. have not yet provided a strategy that allows students to recoup a loss of hours due to a

27. pause; and,

28. WHEREAS, the ASUW appreciates the financial support provided by the University of

29. Wyoming and the Wyoming State Government such as the CARES Wyoming Grant and

30. Pokes Make a Difference Fund; and,

31. WHEREAS, out-of-state students who were not enrolled in at least one face-to-face

32. credit hour and students who are not United States (U.S.) citizens were ineligible for the

33. CARES Grant; and,

34. WHEREAS, there are 623 students at the University of Wyoming who are non-

35. U.S. citizens; and,

36. WHEREAS, as of November 1, 2019, the University of Wyoming employed 82

37. undergraduate international students and 282 graduate/professional international students;

38. and,

39. WHEREAS, various student populations rely on on-campus employment for financial

40. stability; and,

41. WHEREAS, the ASUW understands the Wyoming State Government provided this

42. funding and it was not the University of Wyoming's choice to exclude these populations;

43. and,

44. WHEREAS, we provide this as an opportunity for university officials to understand that

45. not every student was able to receive this funding opportunity and demonstrate the need

46. for further financial support of UW's student workers.

47. THEREFORE, be it resolved that the Associated Students of the University of Wyoming

48. (ASUW) Student Government will continue to support and address student concerns

49. during COVID-19; and,

50. THEREFORE, be it further resolved that ASUW advocates for collaboration with the
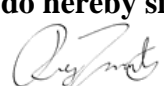
51. Emergency Executive Policy Group and Human Resources to create a plan in the next

52. two weeks that sets Emergency Leave with Pay as a mechanism for students to recoup

53. the loss of hours due to a pause or if they have to quarantine due to COVID-19.

**Referred to:** Advocacy, Diversity, and Policy; Program and Institutional Development

**Date of Passage:** 9/29/2020      **Signed:** _____

                                               **(ASUW Chairperson)**

**"Being enacted on** 9/30/2020 **, I do hereby sign my name hereto and**

**approve this Senate action."** _____

                                           **ASUW President**

**Addendum A**

## Overview

As part of the University's contingency planning, the Trustees have designated specific criteria under which an operational "pause" will be necessary to allow for further collection of information while reducing potential additional COVID-19 exposure to the greatest extent possible. This document outlines the campus operational changes during a pause, as well as guidance provided for departments, colleges, schools, and other academic units.

### What is a Pause?

Similar to Phase 1 and 4, an automatic pause would result in all classes being delivered online and work being conducted remotely to the extent possible. However, students will also be asked to *shelter in place*, and only critical personnel will be allowed on campus for a period of five (5) business days.

To see the contingency plan outlining the triggers for the pause, visit this site.

### What happens during a Pause?

- All courses will be taught online. No in-person classes will be conducted.
- All employees, *except critical pause personnel*, will be required to work remotely.
- All campus buildings will close for the duration of the automatic pause.
- No in-person on-campus meetings will be conducted.
- No on-campus visits or hosting will be allowed.
- All face-to-face activities will be suspended, unless explicitly permitted in this plan or through an exception process (requests should be submitted in writing to the EEPG).
- Other academic and work functions (e.g., critical for research or support) will be conducted remotely, with the exception of critical operations.

### When does a pause end? What happens after a Pause?

A pause would last five (5) business days. After which the President will determine next steps, including but not limited to a return to on-campus instruction, or a shift to a fully virtual environment.

A pause would allow UW to complete an assessment of the infection situation on campus (e.g., is this a statistical blip or a real trend, is it evidence of community spread or a localized outbreak), including a review of the monitored criteria, to allow the President to make an informed decision, in coordination with local public health officials, to return to campus operations or shift to a virtual environment.

*Disclaimer*: The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

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**Addendum B**

# Employee Safety and Success

The following guidance is provided to all University of Wyoming Unit employees and supervisors to adequately prepare and immediately respond to an *automatic pause*.

**Preparations:**

It is critically important to understand that an *automatic pause* may be enacted with little or no advance warning, so employees and supervisors must make advanced preparations now. The University recommends, at a minimum, that each group formulate plans to address the following:

Supervisors:

**Note**: For the guidance listed below, revisit your Units' COVID-19 submissions and processes identified as successful during the University's March 2020 pivot to online-only as needed.

- **Critical pause personnel**. Only employees designated as critical pause personnel will be allowed to remain on campus during a pause, so carefully consider who you need to do so. You may review the Phase 1 list recently submitted, as well as the essential employee list you may have submitted back in March, during the University's pivot to online-only instruction at the beginning of this pandemic. Each employee deemed critical should be notified of his/her status.

- **Technology and work equipment/tools**. You should consider discussing work and technology tools with each employee assuming they are asked to remote remotely. If possible, each employee should be encouraged to bring home their equipment from their workstation (e.g., computer, monitor, printer, video conferencing equipment, etc.). If this is impractical, consider contacting IT to acquire possible loaner equipment.

- **Work schedules**. You should review each employee's work schedule to determine whether it remains viable in a remote work environment. Please keep in mind that some of your employees may need to alter their work hours when asked to transition (e.g., childcare needs may necessitate a change in start or stop times, a standing personal or family obligation may need to be honored, etc.), and you should make every effort to accommodate these changes.

- **Processes requiring face-to-face interactions**. All processes and procedures that require any face-to-face interaction must be revamped so that they can be quickly executed in a remote-work environment (e.g., how paper documents will flow through your team, how to collect signatures for approvals, how to verify identification, etc.).

- **Video conferencing**. Consider including a video conferencing option in all scheduled face-to-face meetings, in case a pause is implemented. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.

- **Communication to team**. The concept of an automatic pause may not be widely known or understood by your employees, so consider hosting a session to share your plan, including how employees will be notified and how your plan will be implemented in the Unit. Where notice will come from/how your team will be notified. Identify team members who you should call in the morning (e.g., long commute). A best practice is to craft this email now and keep it in your drafts folder for future use.

- **Communication to customers**. Consider how you will notify your customers about operational changes after a pause is declared. Examples may include adding information in email signature lines, voice mail cover messages, signage around your workspaces, email blasts, building signage, etc.

- **Employee pay**. The operating principle to apply here is "keeping employees financially whole" during a pause. For salaried employees, this will be regular pay regardless of whether they can work remotely or not, consistent with their scheduled hours during the pause. For hourly employees whose jobs do not lend themselves to remote work, they should use the Emergency Leave with Pay absence code consistent

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with their scheduled hours during the pause. For hourly employees who can work remotely, or are considered critical, they should be paid per their normal schedule during the pause.

- **New hires**. If you have a new employee who is scheduled to start working soon, consider educating them about the automatic pause, which may necessitate changing their start date.

- **Visitors**. During regular operations, consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.

- **Contractors working with your team**. Consider developing a plan to notify and transition all contractors to a remote working arrangement if a pause is declared.

- **Employees on PTO or scheduled leave**. Consider how you will reach out to employees on PTO or leave, if their scheduled return date falls into a pause. You will need to alert them to the pause, and encourage them to work remotely, if possible.

Employees:

- **Technology and work equipment/tools.** Consider the work and technology tools you will need to have if you are asked to work remotely on very short notice. Discuss with your supervisor any workspace equipment you can bring home. If this is impractical, consider working with your supervisor to acquire loaner equipment from IT.

- **Work schedule**. Consider any work schedule adjustments you may need to make if you are asked to work remotely on short notice. Proactively discuss these changes with your supervisor.

- **Processes requiring face-to-face interactions**. Consider changes required to any processes and procedures that require any face-to-face interaction. Discuss with your supervisor how these processes may need to be changed to accommodate a pause.

- **Video conferencing**. Consider including a video conferencing option in all scheduled face-to-face meetings you host. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.

- **Communication to customers**. Consider how you will notify your customers about operational changes after a pause is declared. Develop a plan and review it with your supervisor. Communicate your Unit's plan to customers in advance as applicable.

- **Visitors**. During regular operations, consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.

### Execution:

When a pause is declared, you must immediately implement the plans you have developed. Here is a list of things you should do, at a minimum:

Supervisors:

- Check your email first thing every morning.
- Notify your team of the pause, as soon as possible.
- Personally connect with any employees who have a long commute to campus.
- Instruct your critical pause personnel to report for work, per their usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the pause to ensure all meetings transition to video conferencing.