

Utah Valley University

Temporary Financial Resource Management Guidelines Due to COVID-19

April 15, 2020

Given the evolving economic impact of COVID-19, UVU is implementing the following Temporary Financial Resource Management Guidelines to address the short-term financial challenge and maximize the long-term fiscal flexibility of the university and individual departments. UVU entered this COVID-19 pandemic in a very good financial position with contingencies and reserves for rainy days.

These guidelines support our strong commitment to retaining current employees while exercising prudence with our resources in the midst of the uncertain fiscal landscape.

These Temporary Financial Resource Guidelines are supported by previous guidance and actions including:

- COVID-19 Special Protocol [Guidance for Designating Employee Positions](#) with Respect to University Required Mandatory On Campus and Remote Work
- COVID-19 [Guidance for Nonexempt Full-time and Part-time Staff and Student Employees](#)
- [Temporary Human Resource Guidelines](#) Due to COVID-19
- [2020-21 Compensation Increase Recommendation](#)

Additional Human Resource Guidance

As the academic year concludes, all people managers are expected to submit terminating epafs for part-time staff and student employees whose positions would, under normal operating conditions, end at the conclusion of Spring Semester.

Leaders are reminded to contact Human Resources regarding alternative work assignments for displaced full-time staff, part-time staff, and student employees. These efforts, on the part of Human Resources and leaders across campus, will ensure that alternative measures have been exhausted before any temporary workforce reductions are considered.

As UVU continues to operate under modified conditions, employees designated as Category 3 will continue to receive pay through May 31, 2020, in accordance with the COVID-19 [Guidance for Nonexempt Full-time and Part-time Staff and Student Employees](#).

Non-Personnel Expenditure Guidance

As the 2019-20 fiscal year concludes on June 30, 2020, budget managers should carefully evaluate all planned and in process purchases and operational expenses to determine what can be delayed, reduced, or eliminated.

Budget balances, revenues, and expenditures in all indexes (including auxiliary, service enterprise, and other self-supported units) should be carefully monitored.

Even as university travel restrictions due to the safety of students, faculty, staff, and administrators are lifted in the coming months, leaders are strongly encouraged to limit university travel through FY21.

As UVU responds to requests for information on the financial impact of COVID-19 for state and federal reporting and access to supplemental funding, leaders will be provided with instructions for assuring that UVU captures and reports all allowable expenses as well as revenue losses. Such reports will be subject to careful audit and will thus require clear supporting documentation.