



Coronavirus (COVID-19) Employee Guide

# Frequently Asked Questions

## Utah Valley University

### Coronavirus Q&A – Employees

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#### **Do I have to work?**

Yes. At the Yellow Level, all faculty and staff are expected to work as scheduled — either through telecommuting or on campus — in consultation with your supervisor. For more information, please visit the UVU Human Resources [Coronavirus \(COVID-19\) Employee Guide](#).

#### **Which campus services will be open?**

At the Yellow Level, campus remains open. Please see the [uvu.info](http://uvu.info) website for information about any specific service closures.

#### **Will student-employees still be able to work?**

Yes. At the Yellow Level, campus remains open. All faculty and staff are expected to work as scheduled — either through telecommuting or on campus — in consultation with your supervisor. For more information, please visit the UVU Human Resources [Coronavirus \(COVID-19\) Employee Guide](#).

#### **What if I feel unsafe to come to campus and my supervisor tells me I still must work on campus, what should I do?**

At the Yellow Level, campus will remain open. All faculty and staff are expected to work as scheduled — either through telecommuting or on campus — in consultation with your supervisor. Your safety and well-being are of utmost importance to us. For more information, please visit the UVU Human Resources [Coronavirus \(COVID-19\) Employee Guide](#).

#### **If I am asked to self-isolate, can I still work and get paid or do I need to take vacation leave, sick, unpaid time?**

Employees who may have been exposed to COVID-19, and are required to not report to work, are required to use leave time or telecommute to work, with supervisor approval. Authorization to work from home will be reviewed and approved on a case-by-case basis. Supervisors are encouraged to provide part-time employees flexibility in their hours. Part-time employees will need to coordinate hours with their supervisor and make a plan to make up hours if needed. With supervisor approval, part-time employees may have the option to work more hours to make up missed hours, but may not exceed 123 hours in a calendar month. For more information, please visit the UVU Human Resources [Coronavirus \(COVID-19\) Employee Guide](#).

#### **If I am directed by my supervisor to work from home and I don't have the necessary tools (computer, software, etc.), what am I supposed to do?**

This concern should be discussed with your supervisor who can determine resources that may be temporarily provided for you to perform your work from home. Supervisors must [complete this form](#) (required). Review options to access campus systems remotely [here](#).

**If I am directed by my supervisor to forward my work phone to my cell phone, will I get paid for using my personal cell for work?**

This concern should be discussed with your supervisor. In accordance with UVU [Policy 329](#) Telephone and Cellular Phone Usage, employees required to use a personal cell phone to perform their duties may be provided an allowance from UVU for business purpose use. This form is available [here](#). If you are not on campus and not forwarding your work phone, make sure you update your voicemail.

**Will the administration understand if our efficiency rate goes down? And if it does, will our jobs be safe?**

We appreciate the additional efforts our faculty will make to ensure that, despite these trying circumstances, our students receive the best education possible. We are grateful for our hardworking staff and their assistance in supporting our education mission and providing support to our university community. We recognize that this disruption will have an impact on productivity but are confident in the resilience and grit of our Wolverine community. Please communicate with your supervisor specific concerns about work assignments.

**If part-time employees are required to stay away from campus, will they get paid or have the option to make up time?**

Yes. At the Yellow Level, campus remains open. All faculty and staff are expected to work as scheduled — either through telecommuting or on campus — in consultation with your supervisor. For more information, please visit the UVU Human Resources [Coronavirus \(COVID-19\) Employee Guide](#).

**When, where, and how should I get tested for the coronavirus?**

Employees should contact their medical provider for information. UVU Student Health Services is not testing for the virus, and serves students only.

