

Mississippi Gulf Coast Community College

POLICIES AND PROCEDURES

Subject: COVID-19 Personnel Policy

Effective Date: April 1, 2020

Approved By: Executive Council

Administrative Policy

This policy shall guide Mississippi Gulf Coast Community College (MGCCC) in the use of personnel during campus emergencies or other conditions that may require suspension or modification of operations. MGCCC affirms that all college employees provide services that directly relate to the health, safety, and welfare of the college community; ensure continuity of key operations including but not limited to instruction, student support services, and business services; maintain and protect college property; and that are key to the recovery of normal operations when possible.

In the event of extraordinary situations creating a suspension or modification of normal operations, college employees must fulfill the duties set forth herein and those identified by their supervisors in order to ensure continuance of critical college functions and the ability return to normal operations when possible. Employees should maintain communication with their supervisors at all times and monitor the college website in order to stay apprised of college operations.

Procedures

A. Work Arrangements

1) Employee work arrangements shall be:

- i. Onsite at the respective locations of the college to protect the health and safety of the employees, students and property of the college and/or those necessary to support online and/or other remote operations of the college.
- ii. Off-site (remote) from a college location wherein their typical work functions and/or those necessary to support online and/or other remote operations of the college can continue uninterrupted. Offsite work arrangements require completion of the Remote Work Form found on the college website.
- iii. Alternate work arrangements as directed by the employee supervisor which may include but not be limited to modified work schedules, modified job responsibilities, and/or temporary assignment to other departments, divisions, or locations of the college.

- 2) Division/Department/Location supervisors are responsible for identifying work arrangement and work responsibilities for employees.

B. Responsibilities and Compensation

- 1) Employee work arrangements may change at any time during modified college operations. Thus, all employees should familiarize themselves with the procedures herein.
- 2) The reporting of personnel during suspended or modified college operations periods is to be considered a job requirement. Excuse from responsibility may only be with the approval of the immediate supervisor and a member of the Executive Council and will be require the use of earned leave.
- 3) Employees shall be compensated at their normal rate of pay during the period of altered college operations as allowed and governed by local, state and federal laws and in accordance with the leave policies set forth herein.

C. Employee Leave

- 1) Employees shall continue to accrue leave according to standard college leave accrual polices.
- 2) Donation of acquired leave amongst employees shall be suspended during the period of modified operations wherein this policy is in effect.
- 3) Standard college leave policies and procedures shall be followed for all non-COVID-19 related leave matters.
- 4) Employees seeking leave as a result of COVID-19 impact must immediately notify their supervisor. The supervisor working with the college Human Resources Department shall make a determination on qualification of COVID-19 related leave. **Human Resources** shall make the employee aware of his/her leave options.