

ANNOUNCEMENT and Update on Staffing during Pandemic

Melinda Duckworth Tue 3/17/2020 10@42 AM

To: #All Users

Effective Monday, March 16, 2020, the Board of Trustees has approved the President to take emergency measures outside of normal ACM policies to effectively manage operations and staff during the COVID-19 pandemic.

Since the college remains open to provide support to students at this time, the college is attempting to find ways to provide that support to students with timely communication/responses to questions or help they may have, while also ensuring the safety of our employees.

Therefore, the following will apply, effective immediately and more communication will continue to be shared through the day and into tomorrow.

All Faculty and staff will continue to be paid normal wages through the end of March 2020. No leave will be required to be used at this time. Offices need to remain open, to the extent possible, but with minimal employees on campus. Information on how Part-time staff will be paid (time entry) during this period will come to supervisors at a later date.

VPs, Deans and Directors have been charged with working with supervisors and departments to identify how schedules can alternate with staff (rotate your staff for days on/off as needed) while ensuring business operations continue. Supervisors will be empowered to make decisions on staffing levels to keep offices open, reaching out to VPs/Deans where help is needed. Supervisors are **empowered** to make the right decision for your staff during this time, while ensuring continuity of operations.

If you are not sure about your position being able to work from home, talk to your supervisor. Keep in constant communication with your supervisor and review ACM emails. The telework guidelines will be in place (secure data, maintain confidentiality) but Dr. Bambara has the authority to amend policy as needed for this emergency situation (approving telework for more than 2 days per week, minors are allowed in your work area, no form is required during this emergency situation).

Thank you for your patience and understanding as the situation changes, and decisions need to also change to keep pace.