



## INTERIM POLICY – COVID-19 Illness Related Compensation

To promote the health, safety, and well-being of the UST community during the ongoing COVID-19 pandemic, this interim policy provides additional support for each UST benefits eligible employee. The employee's personal health, duties, and additional compensation eligibility are addressed.

Employees who are symptomatic for COVID-19 or report being exposed to an infected individual, as defined by CDC guidelines, must quarantine for up to 14 days or until they obtain a valid, negative test result for the Coronavirus, whichever occurs first.

- Exempt employees who **perform regular work duties from home while quarantined** will be paid as usual.
- Non-exempt employees who **perform regular work duties from home while quarantined** must report the actual time worked and they will be paid accordingly. If the reported time is less than a regular, full-time schedule, the employee's available sick leave, if any, will be used to achieve full, regular pay. If no sick leave is available, the non-exempt employee will be paid for the time worked only. These employees are under quarantine orders and have not yet tested positive or become ill.
- Employees who cannot perform regular work from home while quarantined will, if the employee makes a good faith effort as soon as practicable to be tested for Coronavirus (COVID-19), be paid with "COVID-19 hours." The employee must provide documentation to confirm Coronavirus testing to receive the "COVID-19 hours."
- Employees who cannot perform regular work from home while quarantined and choose NOT to make a good faith effort to be tested as soon as practicable for Coronavirus, may use, upon request, available sick leave and/or available vacation leave, or remain unpaid during the quarantine period.
- An employee who tests negative for the Coronavirus is expected to return to work on the next scheduled workday following receipt of the results and report the results to his/her supervisor.
- An employee who tests positive for the Coronavirus must not return to campus and will be paid from the employee's available sick leave, if any, first. Short Term Disability benefits (STD) may be available for the employee beginning the eleventh continuous day of illness. If a gap in pay exists between available sick leave and STD, the remainder of the employee's regular pay (the gap) will be supplemented and paid with "COVID-19 hours." The employee may be asked to provide documentation to confirm Coronavirus testing to receive the "COVID-19 hours."
- All employees must notify their respective supervisors of Coronavirus test results upon receiving the results.
- STD benefits will be paid according to the provisions of the Short-Term Disability policy.

An employee must notify his/her supervisor or Human Resources of possible, direct exposure to Coronavirus or if the employee has any symptom of Coronavirus as described by the CDC. An employee must report immediately to his/her supervisor an onset of illness or feeling of "not well." An employee must also report if he/she is unable to perform regular work duties for any reason, especially health.

Effective: July 13, 2020\*

\*At the sole discretion of the University of St. Thomas and without notice, this interim policy may be altered in substance or application.