



Mark T. Brainard, President

MEMORANDUM

TO: All Delaware Tech Employees and Students

FROM:  Mark T. Brainard, President

DATE: March 19, 2020

RE: Academic Affairs Directives
Human Resources Directives

This guidance supersedes previous communication and is subject to change.

I am instituting the following temporary measures to maintain College operations and continuity of service to the extent possible until further notice:

1. Classes will resume on Monday, March 23, 2020. All classes will be conducted in a distance learning format at this time. Required clinical and lab components may be offered to students in accordance with CDC recommendations if possible. Notwithstanding the forgoing, faculty and staff may be required to provide support services to students on campus. Students who began the semester in a face-to-face course may elect to take an incomplete and finish the course requirements at a later date.
2. Workforce Development and Community Education classes, programs, and events, that have not been cancelled through prior directives, will be suspended until further notice.
3. As of this date and time, as specified in the governor's state of emergency declaration, the campuses will remain open to provide all support services to students (libraries, computer and writing labs, advisement centers, etc.) with support staff in those areas operating under enhanced telecommuting models. This will provide adequate staffing on site, and most employees are encouraged to work from home when possible (using flexible work hours and technology). College administration will develop plans and, in conjunction with supervisors at all levels, will communicate those plans to the College community and our students.

OFFICE OF THE PRESIDENT

P.O. Box 897, Dover, DE 19903 | 302.857.1667 (t) 302.857.1647 (f) | www.dtcc.edu | brainard@dtcc.edu

4. All deans and directors will assess the needs in academic program areas and supporting divisions to determine basic operational needs and, in conjunction with their vice presidents, implement telecommuting options to reduce the number of employees on campus.
5. If it is operationally feasible, divisions should consider staggering shifts for employees working on a campus or at a satellite location to reduce the number of employees reporting at one time.
6. All administrators will continue to work with department chairs, coordinators, faculty, and staff members to provide the necessary resources and technology to ensure that our students receive the appropriate communication, support, and academic instruction to continue to provide the high-quality education that they expect and deserve from Delaware Tech.
7. Temporary part-time instructional contracts for spring classes that have started but cannot be converted to a distance format will be paid in full. Temporary part-time instructional contracts for classes scheduled to start on or before May 15, 2020 that cannot be converted to a distance format and have not started will be cancelled without payment.
8. Liberal leave is hereby instituted for individuals who need to miss work due to illness or exposure to coronavirus. Liberal leave means that employees are not required to obtain prior approval for sick leave and are not required to provide a doctor's note in most cases. Employees must still notify their supervisor if they are not able to work, and full-time employees must enter their sick leave into the leave scheduler.
9. All divisions should use work from home options whenever practical. This may require modifications to standard duties or exceptions to typical telework practices. It is my directive that we will be as flexible as possible, not only to allow employees to work remotely, but recognize that they may need to do so while they are caring for a child or other dependant at home due to COVID-19 or related school closures.
10. Employees who are unable to perform their job functions remotely may continue to work on a campus or at a satellite location with their supervisor's approval if their job function is still needed. Employees who remain on a campus or at a satellite location will minimize person-to-person contact in accordance with the most recent CDC recommendations.
11. Employees who are unable to perform their job functions remotely and whose job function is not needed due to restricted College operations may be temporarily reassigned to perform different job functions for which they are qualified.

It should be communicated to employees that they may be asked to temporarily perform functions outside of their typical scope of work should that be required to assist the College in continuing operations.

- An employee who declines a temporary reassignment may utilize all available leave to which they are entitled under the circumstances of the request (i.e., annual leave, sick leave, compensatory leave, or **paid administrative leave**), or may elect to choose leave without pay.
- An employee who desires to use paid administrative leave due to the lack of available work while the College is operating must make a request to their supervisor, who will be required to certify that the employee is unable to work from home and their regular job function is not needed due to restricted campus operations.
- All requests for paid administrative leave will be provided to the campus human resources office with the supervisor's certification.
- Employees who are unable to work due to coronavirus-related operational restrictions may also be eligible for unemployment compensation after their paid administrative leave is exhausted.

12. The State of Delaware has authorized the use of **paid administrative leave** for employees who are directly or indirectly affected by the COVID-19 coronavirus. An employee may be required to provide written documentation from a health care provider and/or a public health official of the requirement to be absent from work. Employees who are unable to work as a direct result of the COVID-19 coronavirus may be granted up to 30 days of **paid administrative leave**. Employees who are unable to work as an indirect result of the COVID-19 coronavirus may be granted up to 14 days of **paid administrative leave**. If necessary, these can be served consecutively.

- An employee is *directly affected* by the COVID-19 coronavirus when:
 - they are unable to work because they have been instructed or have chosen to quarantine, self-quarantine, be monitored, isolate, or self-isolate because of a COVID-19 coronavirus event
 - they are unable to work due to coronavirus-related restrictions on College operations
- An employee is *indirectly affected* when:
 - they are required to care for a member of their immediate family who is quarantined or is ill as a result of the COVID-19 event
 - they are unable to work due to the closure of a school, childcare, or eldercare facility in connection with the monitoring or management of the coronavirus