Managing Salary & Effort During COVID-19

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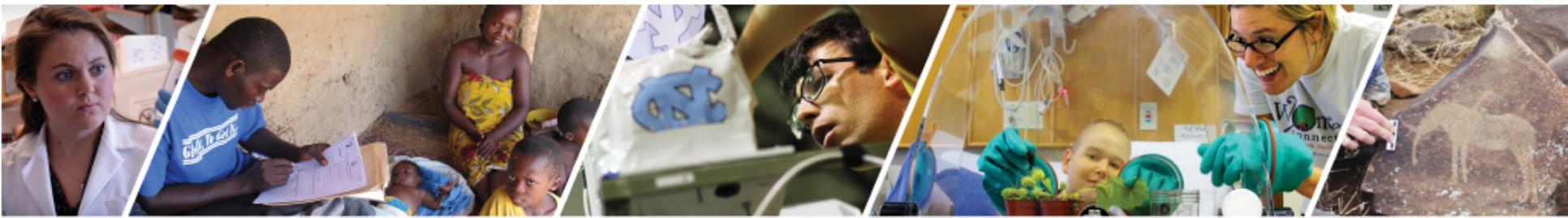
Impact of COVID-19 Webinar Series

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Evolving Situation
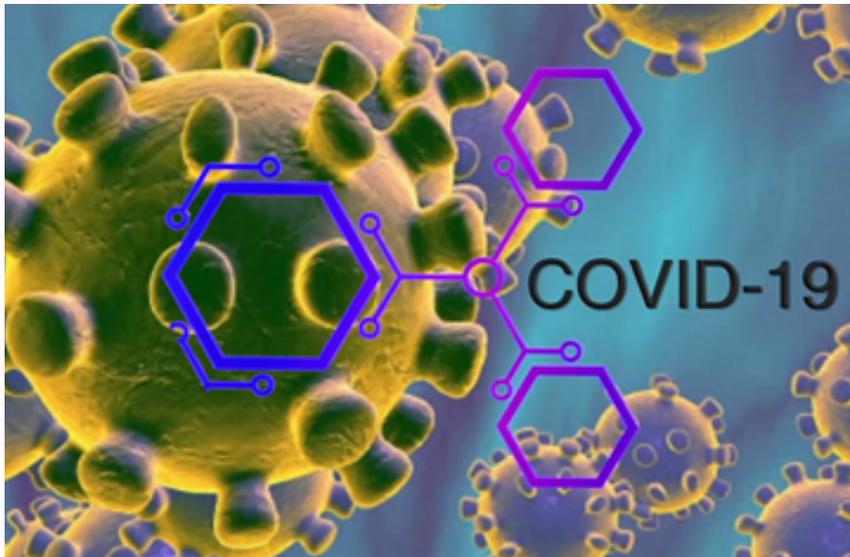
The details provided in today's webinar are up to date as of September 17th.

University guidance can change so keep an eye out for updates!

Overview

Managing Salary & Effort During COVID-19

- Unique Characteristics of Salary after COVID-19 :
  - Communicable Disease Mandatory Employees (CDMEs)
  - Paid Administrative Leave
  - FFCRA Programs
  - Summer Salary
- Effort Reporting
- Resources

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Communicable Disease Mandatory Employees (CDMEs)

UNC Chapel Hill Pandemic and Communicable Disease Emergency Policy:
https://unc.policystat.com/policy/7824105/latest/
https://www.unc.edu/posts/2020/03/17/reduced-operations/

In accordance with guidance issued by the UNC System Office on March 17, 2020 specific to the COVID-19 event and in effect through March 31, 2020, for the purposes of the COVID-19 event, mandatory employees are those employees who are directed by their supervisor to report to work, at a designated University worksite other than their personal residence, at specific dates and times.

Management may grant time and one-half pay for all hours worked during a University closure to permanent SHRA and permanent EHRA non-faculty CDMEs who are required to report to work at a designated University worksite other than their personal residence, at specific dates and times. This additional one-half compensation may be provided as pay, subject to available funds, or as paid time off.

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Communicable Disease Mandatory Employees (CDMEs) (Cont.)

Before April 1, 2020, there is no special compensation for COVID-19 Mandatory Employees. For work performed April 1 through May 10, 2020, SHRA and EHRA COVID-19 Mandatory Employees who are permanent employees will receive special compensation as outlined below:

Permanent Hourly Employees (FLSA non-Exempt)
- April 1- April 30th
  - Receive 0.5 Comp Time in TIM for each Hour Worked on-site
  - Those employees who work in excess of 40 hours per week will also receive 0.5 Comp Time in TIM for each hour worked on-site.
- May 1- May 10th
  - Receive 0.5 Comp Time in TIM for each hour up to 40 hours worked on-site in a work week

Permanent Salaried Employees (FLSA non-Exempt)
- April 1-May 10th
  - Receive 0.5 Comp Time in TIM for each hour up to 40 hours worked on-site in a work week. There is no additional compensation above 40 hours in a work week for salaried employees.

Employees categories not currently eligible to earn Comp Time will be paid at the time and a half rate for the period of **April 1- May 10th**. Examples of this category of employee includes:
- Post Docs & EHRA Student Employees

Communicable Disease Mandatory Employees (CDMEs) (Cont.)

- **The Following Positions even if designated as CDMEs are excluded from special compensation provisions:** Tier I and Tier II senior academic and administrative officers, faculty, physicians, directors and deputy directors of major institution-wide or school-wide functions and centers, department heads, division heads, research and academic department administrators, clinical and academic department administrators, clinical division administrators, and coaches and athletic administrators. As the special pay provisions are not intended to be applied to executive or leadership positions, the institution shall have the discretion to exclude other highly compensated individuals who exercise leadership responsibilities of a designated department, division, or unit of the University who are not otherwise indicated above by classification or title.

- Temporary Employees designated as mandatory will not be eligible for special compensation except in very limited circumstances and requires Chancellor approval.

- If COVID-19 Comp Time is not used within 12 months, it will be paid out. Unused time will also be paid out when an employee transfers departments or terminates from the University.

Sponsor prior approval may be required for additional personnel compensation on externally funded projects. Please contact your SPS if you are unsure of your sponsor requirements.

Paid Administrative Leave (PAL)

UNC Chapel Hill Pandemic and Communicable Disease Emergency Policy:
https://hr.unc.edu/employees/policies/pandemic-and-communicable-disease-emergency-policy/

- Consistently paid off all funding sources
- Basic Timeline:
  - Full Salary Covered from March 20, 2020 – May 31, 2020
  - 2/3 Salary Covered from June 1- June 30, 2020
  - 1/3 Salary Covered from July 1- until revised or rescinded
  - As of August 1, if employee has exhausted FFCRA leave benefits, accrued leave time, and accrued paid time (comp time) they will receive paid administrative leave at 100% up to 160 hours through December 31, 2020.
- As of April 1st: Paid Administrative Leave should only be used to supplement the FFRCA Program leave benefits

While the University Policy allows administrative leave time to be charged consistently to all funding sources, sponsor prior approval may be required. Please contact your SPS if you are unsure of your sponsor requirements.

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Families First Coronavirus Response Act (FFCRA)

- A new federal law which requires certain employers, including public entities like UNC-CH provide eligible employees with emergency paid leave.
- Effective April 1, 2020 through December 31, 2020
- Program includes Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave (EFML)
- UNC School of Medicine Employees are exempt under the "health care providers" exception, and other groups of designated employees under the "emergency responders" exemption, from both EPSL and EFML provisions.
- Leave Benefits are only applicable when employees have work available but are unable to work or telework due to COVID-19 circumstances.
- Please note that OSR guidance has changed and both EPSL and EFML Leave Benefits CAN be charged to Externally Funded Projects. OSR has received confirmation that CARES act funding will not be used to reimburse costs related to these leave benefits and applicable taxes are not charged to these benefits.

- For more information: https://hr.unc.edu/benefits/ffcra-facts-faqs/

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Emergency Paid Sick Leave (EPSL)

- Eligibility: All employee types are eligible, and no length of service is required for these benefits.

- Qualifying Reasons: (https://hr.unc.edu/benefits/ffcra-facts-faqs/)
  - The employee is subject to quarantine or has been advised by a health care-provider to self quarantine due to concerns related to COVID-19.
  - The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
  - The employee is caring for an individual who is subject quarantine or has been advised by a health care-provider to self quarantine due to concerns related to COVID-19.
  - The employee is caring for a son or daughter if the school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions.

- Leave Benefits:
  - Full time employees – Receive up to 80 hours of EPSL
  - Part-Time employees – Receive up to the number of hours the employee works, on average, over a 2 week period.

- Leave Benefits Cap:
  - 100% of regular pay, up to $511 daily and $5,110 total if taken to care for self 2/3 of regular pay, up to $200 daily and $2,000 total if taken to care for family member or for childcare purposes

Expanded Family & Medical Leave (EFML)

- Eligibility: Requires employees have been employed for at least 30 calendar days.

- Qualifying Reason: (https://hr.unc.edu/benefits/ffcra-facts-faqs/)
  - The employee is unable to work due to a need to care for their child whose school or place of care has been closed, or whose childcare provider is unavailable, for reasons related to COVID-19.

- Leave Benefits:
  - First 80 hours are unpaid during which time EPSL or other paid leave accrual can be used.
  - Full Time Employee - Up to 12 weeks
  - Part-Time Employee - Prorated for up to 12 weeks part time.

- Leave Benefits Cap:
  - 12 weeks paid at 2/3 of regular pay, up to $200 daily and $10,000 total.
  - If an employee exceeds the FFCRA daily rate caps, COVID-19 paid administrative leave will be provided to bring the employee to two-thirds pay. The employee is responsible for further supplementing the difference between their normal pay and what is covered by the combination of FFCRA and PAL by using their own accrued leave and/or other accrued paid time off.

Summer Salary

Best Practices

- Summer salary should not be charged to externally funded projects for idle time or time in which the faculty member is unable to complete work on the project due to COVID-19

- Summer salary payments on sponsored projects will not be reduced because the summer period was reduced by one week due to the earlier start of the Fall 2020 academic period due to COVID-19.

- University policy must still be adhered to, regardless of funding source, so only 1/3 of academic year base salary is charged to sponsored projects during the summer period (May 11 to August 10).

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Effort Reporting

The overall effort reporting process will remain the same as before COVID-19.

- The major difference will be a slight revision at certification

- The attestation statement at employee certification will be modified to reflect that the salaries charged are consistent with UNC-CH policy and reflect both work performed and emergency excused absences.

The next certification period for the January to June 2020 effort period will begin on September 1, 2020.

Managing Salary & Effort During COVID-19

Key Takeaways

- Leave Provisions have changed over time so it is important to keep an eye out for any University updates.

- You may be required to submit a prior approval request (PAR) depending on the project that was impacted by COVID-19 and what salary or leave benefits are being charged.

- If you are unsure reach out to your SPS and check out some of our other COVID-19 webinars, available online.

- Your HR representative in the department is a good resources for up to date information on leave benefit options.

- Effort reporting will follow the same process from prior to COVID-19 and should not be greatly impacted.

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University Additional Resources

OSR COVID-19 Guidance and Resources Webpage

- Key Campus Messages and Guidance
- Sponsor Guidance and External Resources
- COVID-related FAQs
- Training

https://research.unc.edu/sponsored-research/resources/covid-19/

UNC Human Resources COVID-19 Leave Information Webpage

- Families First Coronavirus Response Act (FFCRA)
- COVID-19 Paid Administrative Leave
- Other Leave Provisions
- Paid Administrative Leave Provisions from Previous Months

https://hr.unc.edu/benefits/covid-leave/

Office of the Vice Chancellor for Research Responds to COVID-19 Webpage

- Major Campus Messages
- Direction & Guidance for resuming Research on Campus
- Guidance from Federal Agencies
- Funding Opportunities
- Proposal Submission and Award Management (OSR)
- Animal Care (DCM & OACU)
- Clinical Trials and Human Subjects Research
- Conflict of Interest
- Human Resources and Personnel Information for Faculty, Staff, Postdocs, Graduate Students

https://research.unc.edu/covid-19/

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- **ResAdminOSR@unc.edu**

    ResAdminOSR is responsible for all general inquiries, proposal requests, new awards, modifications/amendments, audit information requests, and research system access requests.

- RAMSeS Help Function: Contact Project-Related Support

- Use this tool if you need to find the appropriate SPS

    - Search: Proposal #, Award Project #, Department, or PS Project ID

HELP   REPORTING   ADMIN   LOGOUT
FAQs
Help with IPF Questions
Contact ORIS/Technical Support
Contact Project-Related Support
Backbone
System Updates