

## EMERGENCY PAY POLICY/GUIDANCE REGARDING COVID-19 PANDEMIC

1. During the COVID-19 pandemic work to support the core missions of Iowa State University must continue. This work must:
  - a. Ensure students are supported academically in their virtual coursework and receive a high-quality online teaching and learning experience, and that their advising, mentoring, counseling, health and other student services needs are met.
  - b. Ensure core research operations and assets that are integral to sustained innovation and discovery remain viable and poised to again be fully engaged by university researchers.
  - c. Ensure Iowans are supported with core extension and outreach education and engagement that is essential to their economic wellbeing and quality of life now and into the future.
  - d. Ensure that administrative, technology and public health and safety support is available for faculty and staff who must work on campus as well as those working remotely.
  - e. Ensure proper care, protection and maintenance of campus buildings, equipment and assets, with the capacity for the university to rapidly return to full, normal operations when called upon.
  - f. Ensure the university is fully prepared to assist its City of Ames and Story County partners in a community-wide response in the case of further escalation of the COVID-19 pandemic, provide services to protect animal and public health, and serve stakeholders in manufacturing, agriculture and other key industries.

Supervisors and employees should think creatively about engaging our workforce around these core missions. Work will not be the same as usual. Challenges from working remotely and working safely on campus may make us less productive. This is expected and acceptable. **Wherever possible our university workforce, including post-docs and graduate assistants, should be maintained and actively working consistent with this overall vision. This will allow continuity of pay to the greatest number of university employees possible. Where there is no work for individual employees consistent with this philosophy, university pay can only continue through the use of existing accrued leave programs.**

2. In departments/units where there is no work available consistent with above vision, department leadership should look first to determine if there is work available in other departments/units of the university and explore redeploying employees to other departments/units where there is existing work. Information regarding options to

redeploy employees is available at <https://www.hr.iastate.edu/covid-19>. Workers who are redeployed will continue to be paid from their home department/unit for hours worked in other areas.

3. Departments/units that have suffered immediate and extreme financial impact may not be able to maintain the same level of personnel expense. Additionally, no work may be available for employees consistent with items 1 and 2 above. In those cases, departments/units, in consultation with UHR and Divisional Leadership, must develop and implement plans for reducing personnel costs. **These departments/units, in consultation with UHR and Divisional leadership, will be given immediate flexibility to reduce personnel expense.**
4. Consistent with eligibility requirements, employees who cannot work due to direct COVID-19 related impacts (illness, quarantine, childcare due to closure etc.) should be encouraged/required to use new and existing leave options to mitigate the impact of their inability to work.
5. Employees who cannot work because there is no work available, should be encouraged to use existing employee benefit leave options to mitigate the impact of there being no work available. Where employee benefit leave options are exhausted, individual employees should be given direction and support in taking advantage of expanded state unemployment benefits.