

College/Division Administrator Meeting
Room 302, Melcher Hall
March 12, 2020 - 9 AM to 11 AM

Minutes

Gaston Reinoso, AVC/AVP Human Resources

Sandra Armstrong, Executive Director Human Resources

Quarantine Workflow Procedures

- Remote Work
 - The decision to allow remote working must be made between the employee and the supervisor.
 - The employee must be able to do their job from a remote location, providing the same service levels as when they are in the office
 - The current time frame for working remotely is undetermined
 - The Bright Horizons program, which provides child and elder care are available as at any other time
- Self-Disclosure
 - Self-disclosure of all international travel is required
 - Self-quarantine only applies to people that were in a Level 2 or Level 3 country
 - The self-disclosure questionnaire is online and can be accessed from the COVID-19 webpage at <https://uh.edu/covid-19/>
 - The questionnaire will ask questions about your health, and employees may need to obtain a doctor's note to return
- Quarantine Workflow Procedures
 - Mandatory self-quarantine for 14 days (consecutive days, not business days) is mandatory for people that have traveled to a Level 2 or Level 3 country whether the travel was for business or for personal reasons
 - Business Travel
 - If the employee can work from home, they may do so with their supervisor's approval
 - The employee time will be reported as "Quarantined Working". This does not mean that the employee is using leave, this is to allow the University to track the working from home.
 - If the employee cannot work from home, they will be paid for 14 days, as there was a business purpose for their travel.
 - The employee time will be reported as "Quarantine Leave". Employees are not using their own leave.
 - Personal Travel that occurred before the March 4th, 2020 notification
 - If the employee can work from home, they may do so with their supervisor's approval
 - The employee time will be reported as "Quarantined Working". This does not mean that the employee is using leave, this is to allow the University to track the working from home.
 - If the employee cannot work from home, they will be paid for 14 days, as there was a business purpose for their travel. Although they were on personal travel, it was before the notification.
 - The employee time will be reported as "Quarantine Leave". Employees are not using their own leave.
 - Personal Travel that occurred after the March 4th, 2020 notification
 - If the employee can work from home, they may do so with their supervisor's approval

- The employee time will be reported as “Quarantined Working”. This does not mean that the employee is using leave, this is to allow the University to track the working from home.
 - If the employee cannot work from home, and they are sick, they will use their own Sick Leave but will report “Quarantine Sick Leave”.
 - If they run out of sick leave, they will report “Quarantine Vacation”.
 - HR will look into whether or not employees can use Comp Time and provide further direction.
 - After 3 days, the sick leave will become FML. HR recognizes that the FML process will be different than the standard process, and will send the FML documents to the employees. Employees will be required to submit documentation to return to work.
 - If the employee cannot work from home, and they are not sick, they will use their own Vacation but will report “Quarantine Vacation”.
 - If employees run out of vacation, they will report Quarantine Unpaid Leave.
 - HR will look into whether or not employees can use Comp Time and provide further direction.
- Quarantine Payroll Codes
 - Are to be used only for persons under a self-quarantine
 - Supervisors should contact HR about the use of the codes, as they should be entered by HR or by the supervisor.
- HR Events
 - New Hire Orientation will continue
 - Some wellness events will be canceled or postponed
- Future
 - The situation is evolving, and changes may occur as a result
 - Remain calm and use common sense
 - HR will be putting out communications regarding various employee assistance programs and virtual health care options.
 - Employees that will be telecommuting will be required to complete the COVID 19 Telecommuting Form, which is available at https://uh.edu/human-resources/forms/uhs-telecommuting_form.pdf and from the HR COVID 19 Resource Page.

Karin Livingston, Controller

- Travel Cancellations
 - Accounts Payable has put information on reimbursing/paying for non- or partially-refundable canceled conferences, airfare, and other items on their Helpful Travel Information Page, <https://uh.edu/office-of-finance/ap-travel/helpful-travel-information/>
 - AP will update this document to provide additional information on processing and what to do with Travel Requests on an ongoing basis
- Doing Business Texas Style HUB Spot Bid Fair Announcement – Has Been Rescheduled
 - ~~Fair dates: May 4–5~~
 - ~~Bid Submission Dates: March 3–April 3, 2020~~
 - ~~Requirements: no minimum threshold, can break into single units, 5 per College/Division~~
 - ~~Submit using Formal Solicitation Requirements Form on a requisition with a blank vendor~~
 - ~~Will select requisitions for areas without 5 on April 13th.~~
- Institutional contract page
- Travel workgroup status
- Vendor Management System status

- Advancement would like to know if there are any topics related to gifts that you would like a presentation on.
 - We will ask Sandy for a general gift processing session that covers who to contact, what to do with gift checks, what documents are required for deposit, what are departmental responsibilities, what reports are available for reconciliation and monitoring.