

University Libraries Joint Staff Advisory Group & Town Hall

1.9.20

Attendees: Chris Pryor, Deb Ward, Erin Powell, Michelle Baggett, Rachel Alexander, Ernest Shaw, Marie Concannon, Rachel Brekhus, David Merz, Terri Hall, Karen Eubanks, Kate Anderson, Dustin Hoffmann, Burt Fields, Sandy Schiefer, Kathy Peters, Jeannette Pierce, Stephen Stanton, Rhonda Whithaus, Shannon Cary, Kris Anstine, Jacqueline Rash, Sue Giger, Mara Inge, Brenda Slade, Logan Rodriguez, Jack Stone, Michelle Baggett, Jennifer Walker, Veronika Bradley, Nicole Whyte, Ashley Granger, Katy Emerson, Sue Schuermann, Michaelle Dorsey, Tammy Green, Greg Allendorf, Lindsay Yungbluth, Susan McCormack, Melody Edwards, Dan Dodd, Antanella Tirone, Cori Mayfield, Kevin McFillen, Corrie Hutchinson, Sam Ediger, Peter Kouba, Bette Stuart, Ryan Bish, John Fifield, Kelli Hansen, John Henry Adams, Joe Askins, Tom Barnes, Gayle Mooney, Diane Johnson, Britany Saunders, Gwen Gray, Mike Muchow, Janice Dysart, Sheila Voss, Ivy Hui, PT Martin, Taira Meadowcroft, Matt Signon, Anselm Huelsbergen, Amanda Sprochi, Ying Hu, Seth Huber, Taylor Kenkel, Ali Sauer, Gary Cox, Kimberly Moeller, Ruth Feldkamp, Dana Houston, Cindy Cotner, Felicity Dykas, Edward McCain, Edward Fernandez, Rebecca Graves, Mike Spears, Eric Cusick, Brad Fuller, Dorothy Carner, Anne Barker, Nav Khanal, Caryn Scoville, Mary Studer-Logsdon

Deb Ward – Interim Vice Provost of University

Welcomed participants to the joint SAG and town hall meeting.

Nominations for Vice Chair of SAG are upcoming. Please consider nominating someone.

Thank you to HR and LTS staff who have been working tirelessly to interpret guidelines and assist with work from home.

Shannon would like photos of work from home situations especially people with their pets.

Rachel Alexander – Vice Chair of SAG

Made introductions and contributed questions from chat since Erin Powell's access to the meeting was unavailable.

Chris Pryor – Coordinator for the Mid-Continental region of the National Network of Libraries of Medicine

Chris presented on what NNLM are doing to respond to COVID19

NNLM is part of NIH (National Library of Medicine) and one of the 8 national groups.

Chris keeps members updated on services and shared screen to show the NNLM website that features services like Summer Reading clubs, PubMed and featured upcoming webinars.

All programs are approved by the national office of Education and Training.

A highlight of her work is a webpage collecting the latest research information on the Coronavirus and has been featured on the MLA website.

Deb Ward – Interim Vice Provost of University

Deb gave an update from Administrative meetings she has been attending.

Provost said she has not received any negative comments only appreciation from students and parents about MU's online classes.

As far as our financial future, Rapp said we have a slow decline on revenue and that it hasn't been completely obliterated.

Gibler cautioned the need to keep spending at a minimum.

Ernest Shaw – Library Technology Services Manager

Please send IT request to AskLTS@missouri.edu The LTS department is here to help.

Kathy Peters & Brenda Slade – Human Resources

Thank you for your patience.

We have more people working from home than we had last week.

All employees teleworking should have submitted the telework form.

Those unable to work from home are still getting Administrative Leave through the end of this week.

Student supervisors, please confirm or enter hours for students in timesheet, if needed.

For monthly paid employees, if you are set to work from home but choose not to work for Dr.

Appointment or vacation, fill in paid time off using University leave in the timesheets now for the rest of the month. For bi-weekly paid employees, record work time and time off for doctor appointments or vacations as such on timesheets.

Next week April 12-25th the federal guidelines start: <https://www.umsystem.edu/ums/hr/working-through-covid-19>

Kathy shared screen and gave a tutorial of the University website with COVID19 information. Including the [Telework Form](#) and [FFCRA](#) form.

If you are not able to work from home because we don't have an assignment for you or because you are caring for a child, you are encouraged to fill out the FFCRA Leave Request form as soon as possible.

Starting April 13 you can receive pay through FFCRA, Families First Coronavirus Response Act. Submit forms to mulibraryhr@missouri.edu Note: HR will accept your email submission as your signature and you do not need to sign the form.

If you are a full-time employee, the pay will apply to 40 hours of work over the next two weeks. If you are working part-time the pay will apply to compensate for your regularly scheduled work hours. If you are working part-time from home to care for a dependent, Brenda will reach out to you to discuss your situation. **Note**: Since the Joint SAG-Town Hall meeting, the interpretation has changed to be understood that those caring for children can take COVID Sick Leave for 40 hours at 2/3 pay.

Q&A

What is the difference between COVID vacation and regular vacation (for monthly paid people)? COVID vacation for monthly people would be used when vacation time has been used.

Regular vacation should be used for monthly employees using vacation time.

Does FFCRA apply to student employees? If so, would MU HR be willing to send out an official email to the student employees providing them with guidelines on what they need to do to qualify for FFCRA? FFCRA does apply to students. Supervisors are encouraged to reach out to student employees. Help them fill out the form under the reasoning of lockdown. You can use the time intermittently for student workers as well. Libraries HR will reach out to staff who should apply for FFCRA. Supervisors are asked to reach out to students. Students can draw their normal work schedule of hours of FFCRA pay.

So you are taking your own vacation/sick time? Or borrowing against the future? You go into the negative of your own vacation and as you work you will earn that back. If you apply for FFCRA sick leave you shouldn't need negative vacation.

Does this include International students for the FFCRA? For international students who may not be able to file the FFCRA, or we are not clear about, can we continue to pay them if they have projects? Libraries HR are working with International center to help International student workers.

What about temps for FFCRA? SOS temp services is sharing some work with regular departments so their employees can work from home.

What about work study students? If they have award amounts left and we can find work for them to do at home can they still use that? Work study students still have funding.

Do I correctly understand that the 2 weeks paid if you are not teleworking is for full time employees? Part time people ARE eligible.

Just to reiterate, we have some staff who just had telework arrangements approved as of yesterday/today: do we need to resubmit the previous scheduling/telework master form to the HR email indicating that they can now telework? Yes

Can you send the link to the telework form again? It can also be found at:

<https://libraryguides.missouri.edu/staff>

Can you repeat the answer to the question about how you can use the FFCRA 80-hours? Is it an all or nothing? FFCRA sick leave can be used continuously or intermittently. For those who cannot work at all and you have a full time employee, it will cover 80 hours. For part time employees, they can use it to fill out your time sheet.

Most work I'd normally do can be done from home, but there are potentially new tasks for a closed-to-the-public library, such as taking measures to provide books/scans of books to our users. THAT work cannot be done from home. Do we need to document somehow that there is some library service we can't provide if we're not in the building? Maybe not via HR? Or yes by applying for a small amount of FCCRA? We are not approving work in library buildings at this time. Once we get to the point of going back to campus to work, it will need to be approved at the Provost level. **From Jeannette on chat:** It is understood that we might be focusing on different types of work when working remotely.

Only two weeks? can it stretch to 3? April 24 is the date the stay at home order expires. FFCRA paid sick leave is equivalent to 2 weeks of your regular schedule. You can use those approved hours intermittently to work part-time and use FFCRA paid sick leave intermittently. You can use the approved hours to complete your current schedule until they are exhausted.

Does that mean that people can hold onto their PTO (if they have it) and use FFCRA instead if they can't telework? Then use their PTO after April 25 if necessary? In general, yes.

On hours not worked that come out of our vacation/sick/personal time, is there a priority to which you use first or is it our choice? It is your choice to take paid time off or FFCRA sick leave.

Can we use own sick leave for COVID? Yes.

I heard something about shared time for COVID? Send a message to mulibraryhr@missouri.edu

if you are interested in donating time to shared leave pool. The leave pool was empty before this situation developed. If it becomes active again, we'll help connect your with campus HR.

I don't have Acrobat at home, I can't put in a digital signature, what should I do about that part of the form? Ernest will send out guidance. Don't worry about signature line.

Additional note from Brenda: Some additional ways to help financially during this time include, if you have dependent care, contact them that you don't need it any longer, you only have 30 days from time you don't need it and contact Parking that they turn off your permission.