

**To: All Employees**  
**From: Mary Durkin**  
**Date: July 17, 2020**  
**Re: Pays of July 31 and August 14, 2020**

We are actively planning for a phased reopening of the campus. On or about July 23, we anticipate that some on campus operations will restart.

Until we have approval for our workplace safety plan, the on-campus limitations remain in place.

As we have indicated in our prior memos, we realize that not all jobs/tasks can be completed remotely. Please continue to communicate with your manager, so that there are clear expectations and deliverables.

As the plans for the fall semester are announced, we will need assistance to help staff the zoom rooms and with projects. We ask all supervisors to work within their departments and assist other departments with tasks to assist the College welcome our new and returning students.

Also, it is a good time to avail yourself of the many training resources through LinkedIn Learning.

Please follow up on the required training for employees. Both Protecting our Youth and FERPA training are offered through EverFi.

If you need assistance with the training programs, email [Colleen.thornton@vaughn.edu](mailto:Colleen.thornton@vaughn.edu)

### **Pay policy for the pay period of July 31**

**A. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of July 31.**

- 1. All exempt employees will be paid their regular biweekly salary.**
- 2. All full-time faculty will be paid their regular biweekly salary.**
- 3. All stipends will be paid.**
- 4. All non-exempt (hourly) full-time employees:**
  - a. The pay period covers the time frame of July 12 to July 25**



To: All Employees  
From: Mary Durkin  
Date: June 12, 2020  
Re: Pays of July 2 and July 17, 2020

As the guidance for the reopening of businesses and industry is announced, we are actively planning for a phased reopening of the campus. As the plans are finalized, we will be communicating those plans to you.

Until we have approval for our workplace safety plan, the on campus limitations remain in place. Faculty is expected to continue to communicate with their chairs and staff with their supervisors and coworkers in assisting in any way that they can to support learning and the operations of the College.

We realize that not all jobs/tasks can be completed remotely. Please continue to communicate with your manager, so that there are clear expectations and deliverables.

We are in need of assistance to help staff the zoom rooms and with projects, please email Human Resources with your availability.

There are many resources available to employees so that they have access to the material that they need to perform their job duties. We have offered technology, such as Zoom, for meetings. Even though the method of communication may be different, all expectations for professional interactions remain in place.

Please follow up on FERPA training which is required for all employees. This is offered through EverFi.

We also have courses available through LinkedIn.

If you need assistance with the training programs, email [Colleen.thornton@vaughn.edu](mailto:Colleen.thornton@vaughn.edu)

Pay of July 2(Thursday) -- July 3(Friday) is a Holiday

A. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of July 2.

1. All exempt employees will be paid their regular biweekly salary. **Full time exempt staff needs to use paid time, such as vacation or personal days for June 29, June 30, July 1 and July 2. July 3 is coded as a holiday.**
2. All full time faculty will be paid their regular biweekly salary.
3. All stipends will be paid.
4. All non-exempt (hourly) full-time employees:
  - a. The pay period covers the time frame of June 14 to June 27.
    - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.
    - ii. HR would make sure that each employee has a total of 35 hours each week – total of 70 hours for the two week period.
5. For hourly part time employees:
  - a. The pay period covers the time frame of June 14 to June 27.
    - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.

- ii. HR would make sure that each employee has a total 20 hours for each week – total of 40 hours for the two week period.
      - b. For federal work study employees: If a work study is approved during the pay period time frame of June 14 to June 27, they will be paid according to the approved hours from Financial Aid.
  - 6. If an employee has recorded paid time, which has been approved, HR will pay accordingly.
- B. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of July 17.**
- 7. All exempt employees will be paid their regular biweekly salary.
- 8. All full time faculty will be paid their regular biweekly salary.
- 9. All stipends will be paid.
- 10. All non-exempt (hourly) full-time employees:
  - a. The pay period covers the time frame of June 28 to July 11.
    - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.
    - ii. For the time frame of June 28 to July 4 – full time hourly staff need to use paid time, such as vacation or personal days for June 29, June 30, July 1 and July 2. July 3 is coded as a holiday.
    - iii. HR would make sure that each full time hourly staff employee has a total of 28 hours of paid time, 7 holiday hours for July 3, and for the week of July 6 to 11 a total of 35 hours for an overall total of 70 hours for the two week period.
- 11. For hourly part time employees:
  - a. The pay period covers the time frame of June 28 to July 11.
    - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.
    - ii. HR would make sure that each employee has a total 20 hours for each week – total of 40 hours for the two week period.
  - b. For federal work study employees:  
If a work study is approved during the pay period time frame of June 28 to July 11, they will be paid according to the approved hours from Financial Aid.
- 12. If an employee has recorded paid time, which has been approved, HR will pay accordingly.

**Going forward:**

As the College reopens and employees can return to the campus - in a phased approach, we will change the pay policies accordingly. We will notify employees of the policy for future pays.

To: Full time Staff  
From: Mary E. Durkin, AVP of Human Resources  
Re: Summer, 2020 -- Friday hours  
Date: May 19, 2020

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For many years, the College has provided the full time staff with the opportunity for reduced hours on Fridays during the summer months.

Due to COVID -19, all of our teaching and the vast majority of our business operations have changed from on campus to distance learning and working remotely.

We are actively working with guidance from governmental units and agencies to plan for a return to work.

Since we are not sure of all our plans for the upcoming months, we will continue to offer this opportunity from May 22 until June 26.

**Several reminders:**

- Supervisors may allow for an early leave on or about 2 pm on Fridays between May 22 and June 26, depending on departmental workload. From time to time, there may be business reasons which do not provide this flexibility on one or more Fridays.
- Employees who record their hours in Flex time should continue to do so by recording the hours that they actually worked. **Any edits to add extra hours must be made by the supervisor.**
- As a reminder, vacation, personal and/or transfer days taken on Fridays during this period will be charged as a full day.

Any questions, contact Human Resources.

**To: All Employees**  
**From: Mary Durkin**  
**Date: April 21, 2020**  
**Re: Pays of May 8 and May 22, 2020**

**We continue to follow the Federal, State and City directives and have restricted the number of employees reporting to campus. We have made great strides in working remotely both in the academic and administrative areas. We continue to provide a meaningful academic experience for our students as well as maintain key college functions and operations.**

**While the on campus limitations present us with challenges, faculty are expected to continue to communicate with their chairs, and staff with their supervisors and coworkers in assisting in any way that they can to support learning and the operations of the College.**

**There are many resources available to employees so that they have access to material that they need to perform their position. We have offered technology, such as Zoom, for meetings. Even though the method of communication may be different, all expectations for professional interactions remain in place. We have plans to provide resources for skills training through Linked In.**

**We understand the unprecedented challenges that everyone is facing. We realize that not all jobs/tasks can be completed remotely. Please continue to communicate with your manager, so that there are clear expectations and deliverables.**

- A. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of May 8.**
- 1. All exempt employees will be paid their regular biweekly salary.**
  - 2. All overloads for faculty will be paid. This is the final payment for spring overloads.**
  - 3. All stipends will be paid.**
  - 4. All non-exempt (hourly) full-time employees:**
    - a. The pay period covers the time frame of April 19 and May 2.**
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.**
      - ii. HR would make sure that each employee has a total of 35 hours each week – total of 70 hours for the two week period.**
  - 5. For hourly part time employees:**
    - a. The pay period covers the time frame of April 19 and May 2.**
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.**

- ii. HR would make sure that each employee has a total 20 hours for each week – total of 40 hours for the two week period.
- 6. For federal work study employees:
  - a. HR will record the approved weekly number of hours for the period of April 19 to May 2.
- 7. If an employee has recorded paid time, which has been approved, HR will pay accordingly.
- B. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of May 22.**
  - 1. All exempt employees will be paid their regular biweekly salary.
  - 2. All full time faculty will be paid their regular biweekly salary.
  - 3. All stipends will be paid.
  - 4. All non-exempt (hourly) full-time employees:
    - a. The pay period covers the time frame of May 3 to May 16.
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.
      - ii. HR would make sure that each employee has a total of 35 hours each week – total of 70 hours for the two week period.
  - 5. For hourly part time employees:
    - a. The pay period covers the time frame of May 3 to May 16.
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.
      - ii. HR would make sure that each employee has a total 20 hours for each week – total of 40 hours for the two week period.
  - 6. For federal work study employees:
    - a. HR will record the approved weekly number of hours for the period of May 3 to May 9.
    - b. The spring semester ends as of May 12, so for the period of May 10 to May 12, there are prorated hours that have been approved to be paid.
  - 7. If an employee has recorded paid time, which has been approved, HR will pay accordingly.

**Going forward:**

We continue to monitor the guidance from Federal, State and/or City governmental agencies about changes to on campus limitations.

**We will notify employees of the policy for future pays.**

**Take care.**



**To: All Employees**  
**From: Mary Durkin**  
**Date: March 31, 2020**  
**Re: Pays of April 10, 2020 and April 24, 2020**

Over the past few weeks, we have followed the Federal, State and City directives and continue to restrict the number of employees reporting to campus. We have made great strides in working remotely both in the academic and administrative areas. We continue to provide a meaningful academic experience for our students as well as maintain key college functions and operations.

While the on campus limitations present us with challenges, faculty are expected to continue to communicate with their chairs, and staff with their supervisors and coworkers in assisting in any way that they can to support learning and the operations of the College.

There are many resources available to employees so that they have access to material that they need to perform their position. We have offered technology, such as Zoom, for meetings. Even though the method of communication may be different, all expectations for professional interactions remain in place.

We realize that not all jobs/tasks can be completed remotely, and we have plans to provide resources for skills training.

We also understand the unprecedented challenges that everyone is facing. Please continue to communicate with your manager, so that there are clear expectations and deliverables.

- A. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of April 10.**
- 1. All exempt employees will be paid their regular biweekly salary.**
  - 2. All overloads for faculty will be paid.**
  - 3. All stipends will be paid.**
  - 4. All non-exempt (hourly) full-time employees:**
    - a. The pay period covers the time frame of March 22 to April 4.**
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.**
      - ii. HR would make sure that each employee has a total of 35 hours each week – total of 70 hours for the two week period.**
  - 5. For hourly part time employees:**
    - a. The pay period covers the time frame of March 22 to April 4.**
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.**
      - ii. HR would make sure that each employee has a total 20 hours for each week – total of 40 hours for the two week period.**
  - 6. For federal work study employees:**
    - a. HR will record the approved weekly number of hours for the period of March 22 to April 4.**
  - 7. If an employee has recorded paid time, which has been approved, HR will pay accordingly.**

- B. Based on the unusual circumstances we have encountered with COVID-19, the College has decided on the following pay policy for the pay period of April 24.**
- 1. All exempt employees will be paid their regular biweekly salary.**
  - 2. All overloads for faculty will be paid.**
  - 3. All stipends will be paid.**
  - 4. All non-exempt (hourly) full-time employees:**
    - a. The pay period covers the time frame of April 5 to April 18.**
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.**
      - ii. HR would make sure that each employee has a total of 35 hours each week – total of 70 hours for the two week period.**
  - 5. For hourly part time employees:**
    - a. The pay period covers the time frame of April 5 to April 18.**
      - i. All hours worked by the employee would be recorded by the supervisor, based on the periodic emails from the employee to the supervisor.**
      - ii. HR would make sure that each employee has a total 20 hours for each week – total of 40 hours for the two week period.**
  - 6. For federal work study employees:**
    - a. HR will record the approved weekly number of hours for the period of April 5 to April 18.**
  - 7. If an employee has recorded paid time, which has been approved, HR will pay accordingly.**

**Going forward:**

**We continue to monitor the guidance from Federal and/or State governmental agencies about pay and assistance during these unusual times; we will notify employees of the policy for future pays.**

**Take care.**