

## **Frequently Asked Questions – Non-Exempt**

### **What options exist for to allow me flexibility to provide care for my children?**

At this time, many schools, daycares, and other care options are being made available. As a result, the temporary process that was put into place for requesting alternative work requirements has been updated. Employees should work directly with their supervisor regarding any non-medical scheduling requests. Individuals working from home are also required to have appropriate care in place for their children while working to ensure ability to fully focus. Should an employee be unable to work due to childcare issues, an employee may choose to use accrued vacation hours or their floating holiday if the work area is able to accommodate their absence from work. If the employee's vacation/floating holiday balance has been exhausted, and/or if the work area is unable to accommodate their absence from work, the employee may request an [unpaid leave of absence](#). At any point, an employee may inquire as to whether their situation is one that is eligible for Family Medical Leave (FMLA).

### **What if I can work but I have been asked to quarantine by a Marquette designated healthcare professional due to exposure at work?**

Individuals who are asked to quarantine due to exposure at work and have not been fully vaccinated are encouraged to continue to work from home when appropriate. Those that are vaccinated may work with Marquette's Medical Clinic to either provide their vaccination card or verify vaccination dates in COVID Cheq. Unvaccinated employees who are unable to work from home will have the option to use their accrued sick balance for this time. Alternatively, once the accrued sick time has been exhausted an employee may choose to use accrued vacation hours or their floating holiday.

### **What will happen if I have been screened at work and have been sent home for having COVID related symptoms?**

Individuals who are asked to leave work due to symptoms are able to supplement unworked time with sick, vacation, and/or floating holiday time. If the employee's job allows them to work from home, they should communicate with their supervisor regarding this option. If all accruals have been exhausted, employees may apply for an [unpaid leave of absence](#).

### **What should I do if I have been told by a public health official to self-isolate or self-quarantine?**

Employee should complete the [COVID-19 Employee and Student Voluntary Disclosure Form](#). Employees should also contact their immediate supervisor prior to the start of their workday to inform them of the quarantine. Remote work may continue during this time wherever possible. However, if your position is not one with the ability to work remotely, employees will be able to use their accrued sick balance for this time. Alternatively, once the accrued sick time has been exhausted an employee may choose to use accrued vacation hours or their floating holiday. If you become ill with COVID-19 symptoms, please complete a new [COVID-19 Employee and Student Voluntary Disclosure Form](#) and contact your supervisor and contact your supervisor.

**I have a disability or a high-risk health condition that may impact my ability to perform my job as I normally have done prior to COVID.**

Employees with a disability, as defined by the Americans with Disabilities Act (ADA), or an underlying health condition who may be at increased risk of illness due to COVID-19, as defined by the CDC, [cdc.gov/coronavirus/2019-ncov/hcp/underlying-conditions.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/underlying-conditions.html), can submit a request for temporary alternative work arrangements by submitting the [COVID-19 Temporary Alternative Work Arrangement Request Form](#). Those requesting a temporary arrangement for summer or fall, 2021 should complete the attached forms even if they have had temporary adjustments made in previous semesters. Full documentation via the Medical Information Form is required to assess eligibility (except in the case of age). Any medical information provided to HR will be kept confidential per HIPAA. The availability of temporary alternative work arrangements will be based on college/business needs of the university, and in consideration of the essential functions required for specific jobs/positions. Temporary alternative work arrangements may or may not be fulfilled as requested. All arrangements will be made for a specified duration and will be periodically reassessed to ensure ongoing effectiveness and the ability to provide essential services to our students and university community.

**I am currently working on campus, and I feel uneasy about my risk of contracting COVID-19.**

The health and safety of our university community is our top concern. Our medical and COVID-19 response teams have worked to ensure we are in compliance with all federal, state and local requirements to make sure proper health and safety procedures are in place. Employees should address their specific concerns based on medical guidance with their supervisor. Employees may contact their department head if they believe that their concerns are not being addressed.

**If I am working remotely or on campus, and I become too sick from COVID-19 to work, what do I do?**

An employee who is absent due to illness must provide adequate notice of the absence to his/her supervisor. Such notice should take the form of a phone call or phone message or email to the supervisor at least one hour in advance of the start of the employee's work schedule. Eligible employees may use available sick leave hours in the case of their own illness, and to recuperate and recover from illness for scheduled working days. All sick leave taken must be properly recorded by the employee via the appropriate timekeeping mechanism and approved by the supervisor. Alternatively, once the accrued sick time has been exhausted an employee may choose to use accrued vacation hours or their floating holiday.

**What happens if I am sick and not working for three or more days, but it is not related to COVID-19?**

Please contact the Human Resources department as individuals may be eligible for Family Medical Leave. This paperwork can be requested from [chesney@leavesolutions.com](mailto:chesney@leavesolutions.com). Employees may be eligible to use any accrued time (vacation, sick or floating holiday) for hours not worked while on an

approved FMLA leave. Once all paid time has been utilized, employees will be put into an unpaid status for the duration of the approved FMLA leave.

### **How do I care for my immediate family member with COVID-19 symptoms or to take my immediate family member with COVID-19 symptoms to the doctor?**

Wherever possible, the employee will be expected to collaborate with their supervisor to determine alternatives to allow them to work their scheduled hours. In cases where it is not possible, sick leave will be permitted for this purpose. Alternatively, vacation time may be used. All sick leave taken must be properly recorded by the employee via the appropriate timekeeping mechanism and approved by the supervisor. As always, employees should always provide updates on absences to his/her supervisor. Such notice should take the form of a phone call, phone message or email to the supervisor at least one hour in advance of the start of the employee's work schedule.

### **How is immediate family defined in this policy?**

Immediate family as defined by the Department of Labor includes children, spouse, or parent.

### **What if a member of my household has traveled to a location that requires them to self-quarantine, do I have to also self-quarantine?**

We are following the recommendations of the Wisconsin Department of Health Services and the Centers for Disease Control. At this time if a member of your household is self-quarantined but does not have any symptoms, you are not required to self-quarantine.

### **How will vacation time be handled during the COVID-19 pandemic?**

Employees can continue to request vacation time with supervisor approval. Remote or on-campus workers need time away or time to unplug from work. The current university vacation policy has not been changed. All employees, regardless of current pay status, continue to accrue vacation. Non-exempt employees will continue to accrue vacation until their yearly maximum is reached.

### **How many hours of sick time have I accrued?**

Employees may find available hours on the Time-Off Balances Tab in EmpCenter. Time-Off Balance tab displays the number of hours available in various time off banks, taking into account any hours used during the current period. It includes initial and ending balances for the period. Time-off balances are based on the available hours as of your last processed payroll.

### **Do I need a medical provider's release to resume working after being out due to illness or self-quarantine?**

- Employees currently on an approved FMLA leave will need to provide a fitness for duty certification as directed through the FMLA process.

- If individuals are out for self-quarantine or any COVID related absence that is not FMLA approved will need to meet the requirements as outlined by the CDC to return. Most recent updated advice can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>. If a Dr. has provided a note for you, please do bring that upon your return to campus.

### **What are the best practices to consider while working from home?**

- Designate “office” space – create a quiet place to concentrate and spread out.
- Find an area in which work-related material can be stored and organized and secured.
- If possible, adhere to the same work schedule that is followed on campus or work with your supervisor regarding alternative/temporary hours. You need to plan to be available during this time for co-workers, etc.
- Communicate early, often and on a schedule.
  - Communication can often be taken for granted when working on campus, since people can drop in or ask question informally. Working from home means that communication must be more formal and intentional.
- Consider scheduling daily phone meetings to discuss progress on a project, check in with your colleagues or get updates.
- Use technology to allow face-to-face interactions – this will allow all the nuances of communication to occur.
- Anticipate interruptions and manage outside demands.
- Establish rules or guidelines for yourself and your family members to make it clear that you are engaged on your job/work and not available for non-essential issues in the home.
  - Additional [work from home resources](#) are available.

### **Will my university healthcare plan cover medical expenses associated with testing for and treatment of COVID-19?**

For those with coverage on one of Marquette’s health plans and to support you during this challenging time, we intend to process covered COVID-19 testing claims without applying member cost sharing. For treatment, you will have the same coverage that is currently available for any emergency or non-emergency illness, subject to the normal deductibles, copays, coinsurance or out-of-pocket amounts associated with your medical plan.

For those on Marquette’s health plan, remember that you also have access to Teledoc. Licensed doctors are available 24/7 by phone or video via [teledoc.com](https://teledoc.com) or 1-800-TELADOC (835-2362).

### **What assistance is available to help me cope with the emotional impact of a COVID-19 outbreak?**

The Employee Assistance Program (EAP) is a benefit for all Marquette employees and those in their household. EAP can be contacted 24 hours a day, 7 days a week, by calling 1-800-236-3231. More information about the EAP is found on the [Human Resources](#) website.

Additional resources are also available through the [Faber Center](#) as well as on [Marquette’s website](#).

## **Prevention Reminders**

- To prevent the spread of illness and viruses, members of the Marquette community are reminded to:
- Wash your hands with hot water and soap for at least 20 seconds
- Cover nose and mouth when you cough or sneeze
- Properly dispose of used tissue
- Avoid touching your face
- Limit shaking hands and hugging
- Regularly clean and disinfect frequently touched surfaces in your workstation/office and in your place of residence
- Avoid close contact with ill individuals
- Stay home from work if you are ill

**Where can I find UPP 4-06 Attendance Non-Faculty Employees and UPP 4-08 Sick Leave Policy?**

[www.marquette.edu/upp/](http://www.marquette.edu/upp/)

**Where can I get updated information about Marquette's response to COVID-19?**

[www.marquette.edu/coronavirus](http://www.marquette.edu/coronavirus)