

NACOG's Response to COVID-19 Pandemic

Frequently Asked Questions

3-27-2020

The purpose of the FAQs is to answer questions employees may have during the COVID-19 Pandemic. This is a live document and will be updated periodically as we receive questions. You can find this document on NACOG's website www.nacog.org Click on Staff Links.

Question: What do I do if I'm not feeling well?

Answer: Stay home. Contact your supervisor. If you are experiencing symptoms of COVID-19, it is recommended you contact your health care provider to seek medical advice.

Question: How long should I stay home if I'm not feeling well?

Answer: If you are experiencing asymptomatic, COVID-19 or flu-like symptoms, you must self quarantine for 14 days.

Question: What if I don't have enough sick time to cover all 14 days of quarantine?

Answer: Effective 3-16-2020, you may use Emergency Leave for the 14 days of quarantine.

Question: What is Emergency Leave?

Answer: Emergency Leave is a temporary leave to be used during the COVID-19 pandemic as approved by the Executive Director. In certain circumstances individual employees may be unable to work due to quarantine (self; advisement of health care provider; required by NACOG; or subject to federal state, or local quarantine or isolation order related to COVID-19), employee experiencing symptoms of COVID-19 or other flu-like symptoms, seeking medical diagnosis, caring for employee's child if the school or place of care has been closed or childcare provider is unavailable, the need to care for an ill family member and is subject to quarantine or self-quarantine as indicated above, or other pandemic related reasons. In these circumstances employees may use paid emergency leave for a period as approved by the Program Director and Executive Director.

Question: What is expected of me while I'm on Emergency Leave?

Answer: Expectations of employees:

- To be available to the program, supervisor, and program director during normal business hours (essentially "on-call" as may be needed).
- Ensure the employee's supervisor has appropriate contact information by which to be reached during business hours.
- Comply with all NACOG Personnel Rules and Regulations

Question: Will I lose my job if I take too much Emergency Leave?

Answer: Employees will not lose their job for using Emergency Leave during the COVID-19 pandemic. Employees will continue to be expected to follow the NACOG Personnel Rules and

Regulations, as well as the temporary policies related to the Pandemic. At any time of employment, violation of the Rules and Regulations may be subject to disciplinary up to an including dismissal of employment, Rule 11 and 12.

Question: If I do not have access to the Employee Portal to complete timesheet, how will I get paid?

Answer: Please refer to the Finance Director memo dated 3-25-20 (Finance Memo COVID-19 Timesheet Submittal) for more detailed info than below if needed.

Question: If I have access to Employee Portal how do I fill out my time sheet?

Answer: Please fill out your timesheet as you would normally through Employee Portal. If you are able to access Employee Portal that is the preferred method. Submit your timesheet for approval in the way you have previously, unless your manager has communicated to you otherwise.

Question: If I am working remotely but do not have access to the Employee Portal how do I submit a timesheet?

Answer: Please fill out the manual timesheet you have been provided, sign the timesheet if possible, and submit the timesheet to your approver. Approver, try to sign the timesheet but if not possible, the submittal of the batch by each program will signify approval of the timesheets in lieu of signatures.

The approver will approve and submit the batch to the employee in your Program dedicated to submitting the timesheets to the Finance Payroll Specialist. That position will then enter all timesheets received manually into Employee Portal. It is advised to employees to verify your paystubs to ensure you are receiving the correct pay and there was not an error entering into Employee Portal.

Question: What is the deadline to submit my timesheet every two weeks?

Answer: The deadline to submit your timesheets will be 5 PM on the Friday proceeding payday. For example, the payday on Friday, April 3rd will require you to have submitted by Friday, March 27th at 5 PM. We know that typically the cutoff was the following week but to ensure Payroll has sufficient time to manually enter more than 100 timesheets, we feel the extra time is needed.

Question: If I'm the person in the program that is submitting the batch to Payroll what is my deadline?

Answer: Monday at noon prior to payday. This allows you time to gather from approvers and submit to Laura at ljuergens@nacog.org.

Question: What if I am on a set emergency leave schedule or set partial emergency leave?

Answer: Each Program Director will supply payroll with a list of employees on set emergency leave schedules and payroll will manually enter those in bi-weekly. There is no need for the employee or approver to do anything in regards to this. These will also not be part of the batch submitted by each program to Payroll. It is important that if these schedules change,

Laura is notified at ljuergens@nacog.org. If she is not notified, the pay will continue as indicated initially.

Question: Is remote work available to me?

Answer: For remote work opportunities and approval, please contact your supervisor.

Question: What is expected of me while I am working remotely from home?

Employees who are approved to work from home are expected to follow all NACOG Personnel Rules and Regulations. Employees are also expected to closely adhere to Rule 3.18 Confidentiality. In summary, information regarding applicants, clients, enrollees, trainees, children, employees or others benefiting from a program administered by NACOG shall be treated as highly confidential.

Question: If I am approved to work from home, how do I complete my timesheet?

Answer: If you have been approved to work from home, use the "HOURLY" earning code on your timecard. For time not worked, use Emergency Leave. (i.e. Assuming your normal work day is 8 hours, then if you worked from home for 6 out of 8 hours, use 6 hours of "HOURLY" earning code, and 2 hours of Emergency Leave.

Question: What are some Tips and Tricks for working from home? *(Courtesy of Teri Drew, EWD Director)*

- Schedule your day. Establish some structure by knowing when you want to start and finish. It's easy to keep working or return to work late in the evening, as you have everything you need right there, but it's healthier to maintain set hours.
- Avoid bringing work into the family environment. If you have any challenging situations, be aware of the impact it can have on those sharing your space.
- Be patient with other team members' home office environments. Some may struggle to carve out a workspace in their homes or need to share that work environment with a spouse or significant other, which can cause background noise and distractions. If you hear a dog bark or a baby cry, please be kind!
- Structure your day with breaks. Walk the block, crack a window, stretch out. If the walls start closing in, change your scenery as best you can.
- Schedule lunch and eat it away from your desk!
- Don't forget to exercise - even 15-30 minutes of yoga, running or a daily round of pushups (3pm pushups??) will help clear the mind.
- Schedule quick 15-minute calls with colleagues or friends. Under normal office circumstances, you might enjoy catching up with folks over the water cooler. While you are home, simulate that connection by scheduling video calls with your coworkers, friends or family. Talking to them not only refreshes your brain but is a great reminder that we're in this together.

