

**Human Resources**

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Date: June 1, 2020

To: Staff and Administrator Employees and Their Supervisors

From: Office of Human Resources

Subject: Continuing Use of Paid Time Non-Work Hours During CU Safely Back Planning

As President Struppa announced on Friday, May 29<sup>th</sup>, the Finance and Budget Committee of the Board of Trustees supported and approved a financial plan that does not include any reduction in our regular status workforce, nor any furloughs of existing, regular status employees. The goal can be achieved only with your continued attention to expenses and rigorous assessment of staffing needs.

Details on the plans for returning to campus in fall will be provided as they become available. In the meantime, the following policy continues to be in effect until further notice.

- Regular status Staff (non-exempt) employees working remotely will continue to report work hours each payroll cycle and are expected to continue observing rest breaks and meal periods. Administrator (exempt) employees working remotely will continue to report exception time.
- Regular status employees who cannot work remotely and have exhausted all options with their supervisors including temporary reassignment, or cannot fulfill their entire regularly scheduled hours for reasons relating to the COVID-19 coronavirus outbreak will need to report any non-working hours in the Quantity field and select [Paid Time Non-Work].
- Paid Time Non-Work time is not intended to be used in lieu of personal holiday, sick or vacation time. Employees should continue to report time for personal holiday, sick or vacation purpose as appropriate for each payroll cycle.
- Temporary and limited-term status Staff or Administrators who cannot work remotely and have exhausted all options with their supervisors including temporary reassignment will report any non-working hours as unpaid.

**Additional Resources:**

- Supervisors of temporary and limited-term status employees with upcoming end dates or with minimal to no remote work option should contact Talent Acquisition ([talentservices@chapman.edu](mailto:talentservices@chapman.edu)) in the Office of Human Resources for further discussion.

- For pay or timesheet related inquiries, please contact the Payroll Department in Financial Services at [payroll@chapman.edu](mailto:payroll@chapman.edu).
- For graduate assistantship (G-Ship) related inquiries, please contact the Graduate Education Team in the Provost's Office at [graded@chapman.edu](mailto:graded@chapman.edu).