Date: March 18, 2020

To: Staff and Administrator Employees and Their Supervisors

From: Brian K. Powell, VP | CHRO

Subject: How to Report Work Time During Fully Remote Environment

In response to the COVID-19 coronavirus outbreak and effective Thursday, March 19, 2020, the University announced that Chapman University campuses will go fully remote for all non-essential operations.

The following policy is in place beginning March 19, 2020 through May 31, 2020 or until Chapman University campuses resume normal operations, whichever comes first.

- Only employees performing essential services should remain on campus during their work hours.
- 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 for person holiday, sick or vacation purpose as appropriate for each payroll cycle.
- 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]. They will continue receiving their regular compensation for the duration of this policy, as President Struppa had indicated.

For questions regarding staff and administrators, please contact Office of Human Resources at hroffice@chapman.edu. For pay or timesheet related inquiries, please contact the Payroll Department in Financial Services at payroll@chapman.edu.

As the situation evolves in California and across the nation, new information will be available on the Coronavirus webpage. Please check this website regularly to remain up to date about campus developments.