



Friday, March 13, 2020

Dear A.S. Team,

So much is happening in our world right now. We want to first thank you for all of your hard work, patience and flexibility during these trying and ever-evolving times. Our deepest gratitude goes out to all of you for all that you do for Associated Students and SDSU. Please know that the health, safety and needs of our A.S. staff is a top priority.

In follow-up to President Adela de la Torre's email this week, we would like to provide additional information to our A.S. full-time staff regarding A.S. business operations. To that end, earlier this week the university announced that it is moving courses to virtual instruction and although campus remains open, students who would like to leave campus to return home are being provided with options to do so.

In light of these changes, we have received questions from A.S. full-time staff regarding continued operations.

We are aware that certain school district closures are occurring, including San Diego Unified School District, which announced today its plans to end its in-person instruction March 16 through April 6. We understand that such closures may introduce new childcare challenges for some A.S. full-time staff.

As our campus remains open and critical services will remain in place to support our students, A.S. facilities also remain open at this time. Employees are expected to continue to report to work, unless you are ill. A.S. encourages any staff member who feels sick to remain at home and not report for work. If you must remain home, be sure to inform your supervisor. Utilization of accruals, both sick and vacation, will be available to full-time staff. Should you exhaust all accruals, please contact Human Resources.

As we work to accommodate the health, safety and childcare needs of our employees, should you require a scheduling accommodation, please contact your supervisor. Please keep in mind that children may not be brought to the work place at this time, per the direction of the CSU Chancellor's Office.

Area Directors are encouraged to identify where remote work opportunities or flexible arrangements for A.S. full-time staff are possible while ensuring that the essential functions of the department are met. Human Resources will provide guidance for Area Directors to assess the feasibility of telework and other flexible assignments for A.S. full-time staff should the request

be made.

Should you request a scheduling accommodation, your Area Director will determine whether or not your position is eligible for telecommuting. Telework for some employees may start as early as Monday, March 16, but employees should continue to report to work until notified by their Area Director if they are approved for telework or a flexible assignment. These accommodations will remain in effect through April 5, during which time we will reassess any additional changes or necessary extensions.

We understand that many students are opting to leave campus. Please keep track of your part-time staff who are leaving and be supportive as they work through their personal decisions. They will be placed on “inactive” status in Kronos and separation paperwork will not need to be processed at this time. We understand that students leaving may impact the workforce in your area. Those students who are choosing to remain on campus and continue to work in our facilities are permitted to work beyond 20 hours if needed.

We understand that there are many questions relating to telework and flexible work assignments and we will be working with Area Directors to assist them.

Our A.S. staff play a critical role in the success of A.S. and your health, safety and well-being are paramount as we navigate this evolving and dynamic global issue.

With sincere gratitude,

Christina Brown, A.S. Executive Director
and Christian Onwuka, A.S. President