

**Subject:** Faculty & Staff Update on Coronavirus: March 31, 2020

**Date:** Tuesday, March 31, 2020 at 4:52:26 PM Mountain Daylight Time

**From:** Interim Provost Corinne Lengsfeld

**To:** Christine Mafana



UNIVERSITY of  
DENVER

## Update on Coronavirus (COVID-19)

Dear DU Staff and Faculty:

Thank you for all you are doing to keep our classes operating remotely and our administrative and academic offices running smoothly. Faculty and staff are the lifeblood of this University, and we are grateful to each of you for adjusting to the many changes and challenges associated with your work at this difficult time.

As Chancellor Haefner explained in his March 23 message, we are committed to doing our very best to retain staff, even if this means repositioning some people from departments that are relatively slow while we work remotely, to others where the workload has become more intense. Also, he promised that we would provide frequent updates and be as proactive and transparent as possible.

We are writing to let you know that beginning in April, we will need to adjust our approach. Please read about each of these adjustments, even those that don't pertain directly to your work status, so that you have a sense of how the University is responding.

### **Benefited Staff Employees**

For the April monthly payroll including the two biweekly payrolls in the next four weeks ending April 26th, the University will continue to pay benefited non-union staff, both exempt and non-exempt, their regular pay. Note that union employees have a separate contract and have been working

directly with facilities leadership on their pay plans.

In the recent survey of our workforce, a small number of staff were identified who could not complete a majority of their work remotely and are not considered essential on-campus employees. For this small number of staff, they should first utilize their sick and vacation leave balances, and then the COVID Emergency leave code that has been created in PioneerTime.

We will make a decision about May's payroll for benefited employees when we have a fuller enrollment picture, shortly after the third week of spring quarter.

### **Non-Benefited Staff Employees**

We will continue to pay non-benefited employees who are able to continue working for the University. While we were able to pay non-benefited employees for scheduled hours they did not work in March, we will not be able to continue this program through April. Non-benefited employees who are unable to work hours for the University may be eligible to file for unemployment compensation and we encourage them to pursue that option.

### **Faculty Employees**

Appointed benefited faculty are continuing to work remotely and will continue to receive full pay. The work of bringing our courses online has been exceptionally intense and we acknowledge the incredible time, effort and commitment they have shown to our students and our campus. We have initiated a program to help the non-appointed, non-benefited adjunct faculty with the transition to online teaching.

### **Student Employees**

The Provost's stated priority is to keep DU students employed with meaningful work that they can do remotely so please make every effort to do so. Work-study supervisors have some additional options and will be contacted by the financial aid office with these details.

If you have any questions, please speak with your supervisor or unit leader. You also may email [sharedservices@du.edu](mailto:sharedservices@du.edu) or call (303) 871-7420.

Sincerely,

Corinne Lengsfeld

Interim Provost and Executive Vice Chancellor

Leslie Brunelli

Senior Vice Chancellor for Finance and Treasurer

Laura Maresca

Vice Chancellor for Human Resources and Inclusive Community

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