

Employees on Campus - FAQs

1. When does this policy begin?

April 1, 2020.

2. What does “designated” mean?

The term designated references all essential employees, exempt or non-exempt, whose supervisor identified as having duties that require their presence on campus and are critical to the university’s continued reduced operations.

3. I am a designated essential *non-exempt* employee working on campus who makes \$50,000 or more / year. Does this policy apply to me?

The additional compensation (\$100/pay period) does **not** apply to you, but the credits for health insurance premiums does apply to you.

4. I am a designated essential *exempt* employee working on campus who makes \$50,000 or more /year. Does this policy apply to me?

Neither the additional compensation nor the credit for health insurance premiums apply to you.

5. I have been deemed essential, but I am working off campus. Do I still receive the supplemental compensation?

Neither the supplemental compensation nor the credit for health insurance premiums apply to you.

6. What is the maximum amount of the supplemental compensation if I work on campus full-time and make under \$50,000/year?

The supplemental compensation is \$200/month. This is paid as \$100/paycheck for designated essential *non-exempt* employees (paid 2x/month) whose annual salary is under \$50,000, and \$200/paycheck for designated essential *exempt* employees (paid 1x/month) whose annual salary is under \$50,000.

7. What is the amount of the health insurance premium credit?

The *employee's* portion of the health insurance premium is the credit that will be applied to all designated essential non-exempt employees and to all designated essential exempt employees working on campus full time and whose salary is under \$50,000/year.

8. I am a designated essential non-exempt employee working on campus 4 hours a day (20 hours/week). Will I receive the additional compensation or credits for health insurance premiums?

No. But you will continue to receive 1.5 times your hourly pay rate while working on campus, which was effective starting March 18, 2020.

9. Will I be eligible for the supplemental compensation even if I am able to do part or most of my job from home but there are some hours where I am required to report to campus?

No.

10. What if I work a different schedule (i.e. 4 10-hour days)? Will I still receive the supplemental compensation?

Yes, as long as you work a full-time schedule, are a designated essential employee (non-exempt or exempt) and make under \$50,000/year.

11. What if I work a different schedule (i.e. 4 10-hour days)? Will I still receive the health insurance premium credit?

Yes, as long as you work a full-time schedule **and** are a designated essential non-exempt, or are designated essential exempt employee making under \$50,000/year.

12. What if I was a designated essential employee supposed to work on campus, but am now quarantined, sick, or otherwise required to be off work for medical reasons? Does that mean I am not eligible for the supplemental compensation or credit for health insurance premiums? Will I be eligible later? Will it be prorated if I return mid-month?

No, you are not eligible for the supplemental compensation or the credit for health insurance premiums while off from work. It will not be prorated if you return mid-pay period.

However, if you are a designated essential employee working on campus, work the full pay period in the future, and are non-exempt or are exempt and make \$50,000 or less year, you will be eligible.

13. If I drop my health insurance during the month but after payroll runs and receive the credit, do I need to pay back the university my health insurance premium credit?

Yes.

14. What if I experience loss of coverage elsewhere and now need to sign myself and/or additional family members up for my plan? Will I be eligible for an increased credit for the new amount I am paying?

Yes, if you are non-exempt or are exempt and make under \$50,000/year.

15. As a supervisor, how should I code this time?

Designated exempt employees who work on campus will use the EMGWK code.

Designated non-exempt employees who work on campus will also use the EMGWK code, but to get the time and a half pay in the earlier guidance, will have to add an additional row with OPTEM code and enter the number of hours worked on campus.

Further guidance on coding time can be found [here](#).

Please note that the supplemental compensation and health insurance premium credits will be determined by time entries in HCM, following the above TRC codes.

16. Does this policy mean that I will not have to pay my health insurance premiums?

You will still be charged the regular premium for your health insurance coverage during April 2020 and May 2020. You will receive a credit on the following paycheck. For example, if you work on campus April 1-15, 2020, you will pay your usual health insurance premium on your April 15, 2020 paycheck, and will receive a credit for that premium in your April 30, 2020 paycheck.

17. How long will I receive the supplemental compensation and health insurance premium credit?

The policy applies through May 31, 2020. The final payment of the supplemental compensation and health insurance premium credit will appear in the employee's first paycheck after May 31 (i.e. either June 15 or June 30, depending on your pay cycle).

18. Will this change anything about my current health insurance enrollment?

No, the medical insurance plan in which you are currently enrolled will not change. Your health insurance premium credit will be paid based on your current medical insurance enrollment.

19. When I check my paycheck for the supplemental compensation, how will it be coded?

Look for a line labeled "Additional Payment" in the Earnings section of your paycheck stub.

20. Does everyone on campus receive the box lunches or only the employees detailed in this policy?

The university is providing all employees required to work on campus free boxed meals at select campus locations and times, regardless of annual salary.

21. Who should I contact if I didn't receive the supplemental compensation?

The supplemental compensation will be based on the TRC codes your supervisor inputted into HCM, so if there is a question you should contact your supervisor.

22. Who should I contact if I didn't receive the health insurance premiums credits?

The health insurance premium credits will be based on the TRC codes your supervisor inputted into HCM, so if there is a question you should contact your supervisor.

23. I am a supervisor who improperly coded the time and now it's already run. What should I do?

Contact the Payroll Office.

24. Will I also receive a credit for dental/vision/FSA/HSA?

No.

25. If I terminate employment during the period when the university is crediting health insurance premiums, how will I receive all credits for health insurance (since the credit runs one paycheck behind)?

Credits earned will be processed on the final paycheck.

26. If I am designated essential on campus, will I be credited the full premium amount no matter what my level of coverage is?

Yes, you will receive the employee's portion of the health insurance premium as the credit amount, as long as you are a designated non-exempt employee or a designated exempt employee whose annual salary is under \$50,000, regardless of whether you have individual or family coverage.