
We know the coming school year is going to be a challenge especially with the uncertainty of the upcoming fall K-12 school schedule. Here are some HR things that we hope will be helpful:

- The Family Medical Leave Act has been expanded by the [First Families Coronavirus Response Act](#). It allows employees to use this partially paid leave to care for their children while schools and daycares are closed due to COVID-19. Please email hrCOVID19@longwood.edu to get more information.
- A provision in the teleworking policy allows flexibility for those who have increased childcare and school or family obligations resulting from the COVID-19 pandemic. Permission to telework must be granted by the supervisor and Vice President and may not be possible for all positions that teleworked over the spring and summer.

Finally, Longwood is also investigating the feasibility of a camp-like program for children and dependents of employees to supplement days that schools are not open. If Longwood University were able to offer this service during the fall semester, would you be interested in using these services? Please respond to hrCOVID19@longwood.edu with your child's age, grade, and anticipated utilization of the program (Ex. 3 days a week, every other week)

Thank you,

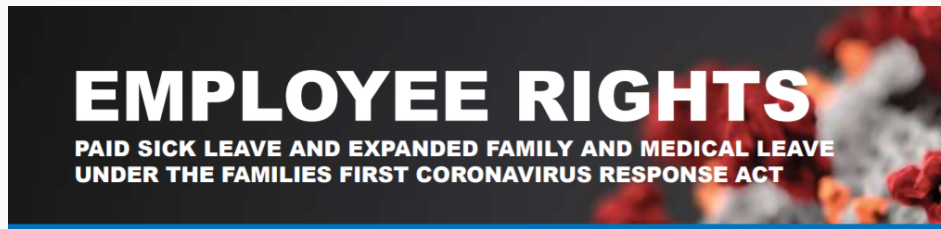
Lisa J. Mooney '85

Chief Human Resources Officer

Lancaster Hall 120B | Longwood University | 201 High Street | Farmville Va 23909 | 434.395.2075

Resources

Families First Coronavirus Response Act (FFCRA)



The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior* to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

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Resources

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• [Classified Staff Total Compensation Calculator](#)

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Visit

HUMAN RESOURCES

on www.longwood.edu

Contact

Human Resources
Lancaster Hall, Room 109
201 High Street
Farmville, VA 23909
(434) 395-2074
Fax: (434) 395-2666
humres@longwood.edu

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|--|
| <p>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</p> <p>2. has been advised by a health care provider to self-quarantine related to COVID-19;</p> <p>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</p> <p>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</p> | <p>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</p> <p>6. is experiencing any other substantially-similar condition specified by the U.S.</p> |
|---|--|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

[A printable version of the information above can be found here.](#)

For more information regarding this information, please send inquiries to

hrCovid19@longwood.edu

Department of Human Resources Management (DHRM)

The Department of Human Resource Management (DHRM) serves as the central human resource agency for state government. DHRM provides a broad range of leadership, guidance, and operational support to the state government and its stakeholders. Functions include Human Resource Systems Technology, Policy, Equal Employment Services, Employment, Compensation and Benefits, Employment Dispute Resolution, Talent Management and Workforce Planning, Workers' Compensation, Wellness Programs, Charitable Giving.

Available at: <http://www.dhrm.virginia.gov>

Faculty Policies and Procedures Manual

The Faculty Policies and Procedures Manual is updated yearly and has rules and guidelines for faculty employees.

[View Manual](#)

Administrative & Professional Faculty Handbook

The Administrative and Professional Faculty handbook serves as an ongoing guide of the rules and regulations for Administrative and Professional faculty employees.

[View Handbook](#)

Classified Staff Employee Handbook

The Employee Handbook has been designed to serve as a quick reference for many issues relating to your employment with the Commonwealth of Virginia.

[View Handbook](#)

Employee Social Media Guidelines

The Social Media Guidelines play a vital role for the Longwood University community. At the same time, the University seeks to speak with one voice on official University social media sites.

[View Guidelines](#)

New Mother's Room

We have recently designated a room in Coyner Hall (Room 205H) as a New Mother's Room. This room is to be used by nursing mothers who need a private space to express (pump) breast milk. Some mother's may have private offices that they are comfortable using however the New Mother's Room provides an option for those who would prefer to be out of their office or do not have a suitable space. The usage of the room will be on a first come first serve basis. If there is a need for additional spaces please notify Human Resources and we will work on designating other spaces across campus. Please feel free to contact Donna Morris at 434-395-2076 with any questions.



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