

Dear Colleagues:

I am writing to each of you today to inform you that the University is continuing our commitment to all full-time and part-time employees (including post-doctoral research associates) who are actively at work, telecommuting, or working on a rotational basis, and you are being paid for a full pay period. I will keep you informed of any new developments as the University's response to the pandemic continues.

The governor's executive order directing as many people as possible statewide to remain at home *was recently extended until May 20<sup>th</sup> or later*. UConn and UConn Health employees who are telecommuting under the guidance, direction and approval of managers should plan to continue to do so until further notice. As well, the only employees who should remain on any campus should be those employees whose work cannot be performed from home and are critical to our operations. Any other employees who need to be on campus for any period of time must do so only at the direction of their manager and for only a limited time while practicing social distancing.

Work Guidance Continues: On March 12th and again on April 3<sup>rd</sup>, the University sent a message indicating that employees on the Storrs, Law, and Regional campuses who are able to telecommute should plan to work from home, with the approval of their supervisor. Additionally, critical operations continued at UConn Health in support of patient care, while some employees are allowed to telecommute.

All full-time and part-time employees on regular payroll who cannot work a full pay period due to lack of work will continue to be paid until at least May 20, 2020. The same would apply to regular payroll employees paid on sponsored projects. Graduate Assistants with Spring Semester appointments who cannot work a full pay period due to lack of work will continue to be paid through the end of their spring semester contracts. Summer Graduate Assistant appointments will be issued in accordance with the collective bargaining agreement. Special Payroll employees who are able to continue working with approval of managers will be paid for hours worked and in accordance with their employment agreement.

New Executive Order: With orders from the Governor, as of Monday, April 21<sup>st</sup> a face mask will be required to be worn while at work – please review all daily guidance from UConn and UConn Health. Please refer to a University announcement made earlier this week regarding how to obtain a face mask for those of you at Storrs and our regional campuses who do not already have one by contacting the UConn Warehouse.

Your individual and collective support for each other, sense of community and demonstration of the human spirit continues to inspire us. The enormity of the challenges we are all facing continues, but I am proud to say that I know UConn and UConn Health will continue to face those challenges as we always do – together. I ask all of us to continue to expand on the courage and compassion this crisis calls for.

Sincerely,

Christopher Delello  
Chief Human Resources Officer