

## Yavapai College FFCRA Frequently Asked Questions

**Q. I am a supervisor and have a question about student workers. What is their status if they cannot telecommute?**

A. If there is work available, they are eligible for the emergency sick leave. We encourage finding meaningful work, professional development, cross training, special projects, and creative ideas to provide work. If work is still not available, contact your HR Business Partner.

**Q. What is considered a non-essential staff? I'm a part time employee and am being told to come into work tomorrow? Will I be banned to come into the building if I do so?**

A. If your supervisor told you to come to work but you are not an essential employee you have to contact campus safety before you can enter your building. Check your ID badge access first as you may be on the building access list already.

**Q. Will this presentation be emailed to YC employees after this meeting?**

A. It was sent out in a News Flash and is now available on the Yavapai College Covid-19 link under HR Happenings <https://www.yc.edu/v6/college-police/covid-19/>

**Q. Can grandparents watch children while the parent is at work?**

A. Anybody can watch your children but you wouldn't be able to claim the emergency sick leave or the Family Medical Leave for hours someone else is caring for your child and you are working.

**Q. Is the FFCRA for any business' employee in AZ?**

A. It applies to employers with 500 or fewer employees and all public agencies. There is an exclusion for healthcare workers and first responders.

**Q. What about student workers whose jobs are not available anymore? Other colleges are still paying FWS students whose jobs have been closed down, even if they do not have work they can do at home.**

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A. The Federal Work Study grant allows students that are normally scheduled to work and do not have work available to be paid for those hours through their award. Work with your supervisor. You can also email [Adrienne.Carlos@yc.edu](mailto:Adrienne.Carlos@yc.edu) in the Financial Aid Department if you have additional questions.

**Q. Employee is grandparent helping watch child. Would employee still get paid under #5 provision?**

A. No they would have to be the parent or legal guardian. The leave is used in cases where you cannot work because you are caring for your own child, not someone else's.

**Q. If I get a normal cold can I still use my regular sick leave?**

A. Yes – only if you are not working

**Q. As a part time worker, we are not eligible for unemployment, and we cannot use our sick leave?**

A. The emergency sick leave can be used for the 6 reasons under the FFCRA. Unemployment laws have changed as a result of the COVID-19. You are encouraged to apply for unemployment and receive benefits if you are eligible.

**Q. If we take leave without pay, do our benefits with the college (ie: insurance) remain intact?**

A. If you are on any of these 6 reasons and run out of sick leave you would have to pay your premiums, on a case by case bases. If you are in paid status, your insurance benefits remain intact. If you reach unpaid status you will need to pick up the premiums until your return to work or are terminated.

**Q. What about if I have work to do on campus but Arizona is on a lock down. Do I get paid?**

A. If you are an Essential Employee and Arizona goes on a lock down you will receive a letter authorizing your need to be out to go to work. If you are a non-essential employee and you can't telework, you would be eligible to use Emergency Leave under reason 1.

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**Q. For the leave type that can be taken intermittently, how is 10-day unpaid leave handled? Is it waived if only 1/2 day needed?**

A. You can use your sick or vacation leave to make up the difference. However, the emergency sick leave is not an option unless you are missing a full 8 hour day.

**Q. If I have kids at home.... but am able to telecommute?**

A. Yes, as long as you are only claiming hours for time that you actually work.

**Q. Are all timecard due dates and approvals now on Thursdays not Mondays?**

A. Yes by noon on Thursday because your business partner has to do it manually

**Q. If someone has already used their annual 12-week FMLA allotment would they be eligible for another 12 weeks?**

A. No

**Q. Would April 4th be on the next pay period then?**

A. Yes. A payroll calendar can be accessed at: <https://www.yc.edu/v6/human-resources/docs/forms/payroll-calendar-2020.pdf>

**Q. Are we backdating for timesheets for FWS or is this starting from April 1<sup>st</sup>?**

A. For everyone who is eligible it will be back dated to March 21<sup>st</sup>.

**Q. Is the outward mindset training moving online?**

A. Yes, this is something we are working on and will be announcing soon.

**Q. Is this only for the Federal Work Study?**

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A. The ability to pay for hours where there was no work available is limited to work study students and not for regular student workers or part-time employees.

**Q. Are we backdating for timesheets for FWS or is this starting from April 1 Is this for all hours scheduled though the end of the semester, or only for scheduled hour that were for specific events? Specifically, I have a normal schedule I follow every week for my normal hours, are those going to be paid?**

A. This is for the entire pay period starting March 21<sup>st</sup> through April 3 and moving forward. Yes, some work study students have regular schedules and we are going to continue paying them until our funding runs out in 1 to 3 pay periods.

**Q. How will all of this effect our current benefits?**

A. This will not affect your current benefits other than to provide you additional options to get you through your time off needs.

**Q. In the zoom you mentioned special projects to displaced workers. When will that be on the website?**

A. It is available on the on the YC Covid-19 link under HR Happenings  
<https://www.yc.edu/v6/college-police/covid-19/>

**Q. Is this per pay period or per month? (sick leave)**

A. It's April 1<sup>st</sup> through December 30<sup>th</sup>, one-time 80 hours for full-time, pro-rated for part-time. The Expanded Federal Family Leave is available for a total of 12 weeks.

**Q. Is emergency sick leave the same as regular sick leave? Or emergency is around COVID?**

A. Only for the six reasons related to COVID but you still have your regular sick leave.

**Q. I'm wondering what options my Lifeguards and Fitness Center Instructors have. Because of the shutdown they cannot work. Please advise.....**

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A. Right now they can use accrued sick or vacation they also have the option of submitting a request for temporary assignment <https://www.yc.edu/v6/college-police/covid-19/>

**Q. Because of the new stay-at-home order, if we were deemed essential and are still coming to campus to work, can we continue to come to campus to work, or must we now stay at home?**

A. If you are deemed an essential employee you can continue to come to work. The Governor's order is not a stay-at-home order. It permits companies in essential business to have employees at the worksite if they are practicing safe work habits. Social distancing, good hygiene, and not coming to work when sick.

**Q. Are we to complete our time sheet weekly now?**

A. Time cards are due every two weeks. You can complete whenever you want to and by the Thursday, noon deadline of the second week of the pay period.

**Q. Is the COVID-19 website the one in conjunction with YC or is this a separate site?**

A. In conjunction with YC. There are links on the Covid YC site to outside resources such as the CDC, Department of Labor, and Unemployment Insurance and other great resources.

**Q. If we need more equipment to do our job from home, ie: a printer/scanner, do we need to purchase that ourselves or is there any to check out from the IT dept.?**

A. Contact the help desk to see if there is equipment available. If not work with your supervisor.

**Q. Is this emergency sick leave up and above our existing sick leave or does this come out of that time?**

A. It's above and beyond so it does not come out of your accrued YC leave.

**Q. You referred to Teladoc costing \$49. When I used it, there was no charge. Was the \$49 for noninsured?**

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A. Yes uninsured employees can access the service for \$49 but there is no cost if you are insured under the Basic or Premier plan. If you are covered under the HDHP they will charge your \$49 but you will be reimbursed once you submit your receipts to your HR Business Partner.

**Q. Is this emergency sick leave up and above our existing sick leave or does this come out of that time?**

A. It's above and beyond so it does not come out of your accrued YC leave.

**Q. I work in the fitness center and teach as adjunct faculty. Can I still use reason #5 for hours lost in fitness center even though I am still teaching online?**

A. You can't use these for work that is not available.

**Q. Is there any benefit for a part time employee who has been displaced by department closures? Can I file for unemployment, even though I'm not technically laid off? Is the college coming up with any other means of paying part time employees, since it's in the and this pandemic is unprecedented?**

A. You can apply for unemployment and unemployment will determine if you are eligible. The college is working on placing displaced workers with other departments in temporary departments. If you are interested, please [see https://www.yc.edu/v6/college-police/covid-19/hr-happenings--temporary-reassignment-information-3.23.20.pdf](https://www.yc.edu/v6/college-police/covid-19/hr-happenings--temporary-reassignment-information-3.23.20.pdf) We have resources in the Employment section of the COVID-19 website as well that may assist you in locating employment and applying for unemployment.

**Q. Where does the budget come from to provide professional development, cross training or special projects?**

A. Departments have funds available and there are free and very inexpensive trainings available. You can talk to Dean, VP or HR to help find those resources.

**Q. You said ST student workers weren't getting paid like the regular work study students, right?**

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A. That is correct if the ST student is working, they are eligible to be paid. If they are working and need to take time off for the 6 reasons under the new FFCRA guidelines they can do so.

**Q. My student workers submitted the temp reassignment info in Jot Form last week. How long before they are assigned a new project?**

A. We've been matching them with open positions and contacting the departments. If they don't hear anything by next week, please contact your HR Business Partner.