

On behalf of Chancellor Patterson and our Chief HR Officer Dr. Danielle Lombard- Sims, the following staffing and leave guidelines are being issued.

COVID-19 Staffing and Leave Guidelines

We want to thank Team UAMS for fulfilling our mission of improving the health, health care, and well-being of Arkansans during the COVID-19 public health emergency. Every employee is essential in fulfilling this mission. To continue to provide for the needs of our community, our campuses will remain open and continue to operate.

Based upon questions received from our employees, we are providing more detail regarding the use of leave and the staffing guidelines to be used during this unique period. In establishing these guidelines, the University of Arkansas systems office has used as a guide the State of Arkansas Public Health Emergency Leave Policy issued on March 16, 2020, and adapted that policy to the unique functions of UAMS. Our objective is to balance the health, safety and general welfare concerns of employees with the continuing obligations of UAMS to provide support and services for those we serve.

During this time, the following staffing guidelines are in effect:

- o Employees whose presence on site is necessary to carrying out authorized operations will be expected to be present on the campus conducting such operations, except when using authorized leave. On-site work assignments may include your regular duties, or other duties as assigned. Please note, “essential or non-essential” as per our Inclement Weather policy are not applicable to our current situation, as all employees are essential to operations. As such, please do not assume that if you are deemed non-essential for weather related events that you are considered remote. That determination will be made on a case-by-case basis by your leadership team.
- o Employees whose presence on site is not necessary at this time to carry out authorized University operations will be advised by their supervisor that they are allowed “work-from-home” assignments IF possible. Remote work assignments during this declared emergency situation may include regular job duties, online training, alternative duty assignments (in another department or at another campus, if assistance is needed at another campus) or similar arrangements.
 - o Employees allowed to work from home must have on file a completed Work at Home Agreement. The agreement outlines the work responsibilities of the employee as assigned by the supervisor.
 - o Employees who are allowed to work from home may be called to work on site when and as needed.
- o Alternate schedules or flexible work hours may also be considered.

In addition, UAMS will continue to follow the leave use guidelines as provided in Board Policies 420.1, 420.2 and 420.3, with the following caveats:

- o If employees are required to remain at home to provide care for a dependent child because of school or daycare closures, alternative work assignments and scheduling should be used if available. In the absence of feasible alternatives, the employee will be allowed to take accrued leave (sick, vacation, etc.) or, if necessary, placed in leave-without-pay status.

- o In the event an employee is directed by a health official to be quarantined, alternative work assignments, and all available accrued leave (sick, vacation, compensatory, etc.) should be used as available and as applicable to the employee's health status. The employee must not return to the workplace until released by the appropriate health care provider.