COVID-19: Guidelines for Pay Practices

Questions about information in this communication and those not addressed here may be directed to your college/unit Human Resources representative. Workforce Policy and Labor Relations is available to consult by calling 255-6894 or 255-4652. If you have questions about time entry codes, please contact the HR/Payroll Support Desk at 255-8828 or hrpayrollsupport@cornell.edu.

Please be sure to check for changes to the university operating status at https://emergency.cornell.edu/ as the definitive source for timely information about Cornell’s operating status.

Pay practices outlined in these guidelines apply to employees whose Cornell work location (except for the Weill Cornell Medicine campus) experiences a change in operating status of 14 calendar days or fewer due to COVID-19.

Note:

- Unless notified otherwise, these pay practices will apply to employees covered by collective bargaining agreements.
- Unless noted otherwise, these pay guidelines do not apply to student employees.

Operating Status Remains Unchanged (Open)

Hours worked

All non-exempt employees who work when the university is open, either remotely or on-site, should be paid for hours worked at their regular hourly rate of pay.

Exempt employees will receive their regular pay.

Student employees will receive their regular pay.

Non-exempt employees unable to work remotely but not permitted to work on-site due to "New York State on PAUSE" executive order
At this time, if a supervisor has no available work for an employee to complete remotely, the supervisor is expected to approve continuing pay for the employee at their current rate of pay and regular scheduled hours/effort, without requiring the use of vacation or health and personal leave accruals.

[accordion]

**I am a non-exempt employee how do I record time if I am now home and am not able to work remotely?**

All nonexempt employees who are available to work, even if they are unable to work remotely and are not permitted to work on site, are to continue receiving regular pay unless they are out on a pre-approved leave. Time recording instructions can be found in the COVID-19 Guidelines for Workday.

[/accordion]

**Hours scheduled but not worked - personal decision**

Exempt and non-exempt employees, including benefits-eligible temporary employees, who are scheduled, but do not work due to personal decisions when the university is open, may, after consultation with their supervisor, charge the time to health and personal leave or vacation (in accordance with those policies). This includes employees who are concerned about working due to a colleague being sick (flu, cold, or quarantined coronavirus case).

Alternatively, non-exempt employees, after consultation with their supervisor, may request leave without pay instead of using vacation or health and personal leave accruals. Be mindful that the opportunity for non-exempt staff to make up time is limited to within the same workweek. Per Policy 6.9, Time Away From Work, exempt staff members should use health and personal leave or vacation in increments of .5 day or more. If the absence is less than .5 day, no accruals should be used.

**Hours scheduled but not worked due to COVID-19 quarantine or isolation**

Employees who are quarantined by the Tompkins County Health Department (or, for employees outside of Tompkins County or NY state, the appropriate local health department), another authorized agency, or their primary care physician, whose job responsibilities do not allow for them to work remotely will be placed on university paid leave during the quarantine period. (Reference: “I am quarantined, am I able/expected to work remotely?”). Employees will not be required to use vacation or health and personal leave during the quarantine period.

Employees who are in isolation as directed by the Tompkins County Health Department (or, for employees outside of Tompkins County or NY state, the appropriate local health department) or other authorized agency, will be placed on university paid leave during the isolation period. Employees will not be required to use vacation or health and personal leave during the isolation period.