

### **Probationary Period and Paycheck:**

Q: *"I am still in probation period. do I still get paid?"*

A: Yes, you will be paid. Anybody employed by the University will be paid. No one should suffer a loss of pay from this state of emergency.

### **Childcare Fund:**

Q: *"Are childcare credit payments going to be delayed?"*

A: No – Applications will continue to be processed in a timely manner.

### **Timesheets submissions:**

Q: *"Should we be sending our timesheet to our supervisors if we have scanner?" / "Has HR mentioned how they will be accepting our time sheets for this previous pay period for those who are not listed to come in physically?"*

A: There are approximately 58 various departments with various ways of documenting work time (e.g. Kronos, paper timesheets, time clocks etc). Ask your supervisor on how they would like work time recorded under these circumstances. A member can't fill out a physical timesheet if a member is not on site. Union needs to know who is not being paid, report any issues to the union where people are not being paid so loss of pay can be rectified.

### **Essential Personnel and Rotations:**

Q: *"I have been told we must put vacation or personal days on rotation days we are not supposed to come in [for rotations]. Is this true?"*

A: Essential personnel in rotations are expected to report to work for their shift and should not be asked to use vacation or personal days when required to stay home. If you are being told this, contact the union so this can be resolved.

If a member is unable to report to their rotation shift, they will have to use a sick day.

### **Quarantine and Exposure to Coronavirus:**

Q: *"What happens if you have a family member who tests positive for the virus. What is my position with my job?"*

A: If you have a family member who tested positive for the virus (i.e. you have been compromised), then reach out to your direct supervisor. Have the supervisor tell you to stay home. Once ordered to stay home by the University, you must be paid while home. Note: If you stay home without such an order, then the university will most likely ask you to use your own time (vacation, sick days).

### Daycare:

*Q: "I was told to use vacation/personal time after I run through my New York sick leave time (40 hrs) due to school closure. Can I use sick time when this runs out instead?" / "I had childcare these past 2 weeks and was able to go to work, but these coming up. will I get fired. penalized if I stay home with my child?"*

A: If you are unable to come in because of the school closing, you should call your supervisor and let them know. No one will be disciplined for needing to stay home with their child/children because of school closures.

In order to help employees to deal with the issues related to childcare, support through Bright Horizons can assist with back-up care.

Here are instructions for reserving care: <https://worklife.columbia.edu/backupcare>.

For first time registration:

Employer username: columbia password: Benefits4You  
or call 877-BH-CARES (242-2737)

For guidelines on back-up care related to COVID-19, visit  
<https://worklife.columbia.edu/news/bright-horizons-back-care-policy-covid-19-exposure>

If Bright Horizons is unable to secure care through their network, you may be given the option to use child care from within your personal network (a neighbor, friend, or babysitter) and receive a reimbursement of \$100 per day but you must go through the regular Bright Horizons process.