



March 17, 2020

Dear Clemson University faculty and staff,

Thank you for your ongoing commitment during this complicated time. We appreciate your patience as we work through the many issues that the spread of COVID-19 has raised for all of our campus community — and for our operations across multiple locations.

We have received many questions from employees and supervisors about their options with respect to COVID-19, working remotely, pay, leave, etc. You will find an array of resources at the end of this email.

The Office of Human Resources (OHR) is in constant contact with State HR and advises our faculty and staff to visit with their supervisors and department heads by phone and email to explore options involving working remotely, alternative work schedules and leave to promote social distancing. Supervisors and department heads are encouraged to arrange for employees to work remotely, if this can be achieved while still allowing the university to accomplish its important missions. We know that this is a complex and difficult situation to juggle. Clemson University cares about our employees and their families, and we are committed to their health and safety.

While we acknowledge that not all jobs are able to be performed from another location, we encourage all supervisors and unit leaders to be as flexible as possible when working with employees. We encourage you to be creative – getting the employees you supervise involved in objectives that were in place but time never allowed for a concerted effort to address.

Benefit-eligible faculty and staff who choose to use leave during this COVID-19 situation, per State HR may use either their annual or sick leave. Nothing has changed with respect to requesting leave. For answers to questions involving leave and many other topics, visit the [COVID-19 Supervisor Resources](#) and the [COVID-19 Faculty and Staff Resources](#) sites.

We continue to encourage every employee to follow good health practices. Take care of yourself. Wash your hands regularly. Avoid touching your face. Practice social distancing at all times. One solution to practice social distancing includes the opportunity to work remotely. OHR built a training presentation, [Telecommuting Guidance](#), which will be instructive for our current modified operations.

We also encourage employees and their family members to take advantage of other resources the university has to help them, especially if they are struggling with anxiety or stress regarding the coronavirus. Clemson encourages employees to contact the Employee Assistance Program (EAP) for assistance with concerns related to the current situation. The EAP has resources available specific to COVID-19. For more information, please visit [Clemson's EAP site](#) or [COVID-19 Faculty and Staff Resources](#).

We recognize that you may still have questions. We are working to answer them all as soon as we can. Be sure to reach out to [ASK-HR](#).

We thank you again for your incredible resilience during this difficult time.

Sincerely,



Ale Kennedy, Ed.D,
Office of Human Resources

Resources:

General topics – Work, Leave and Pay FAQs

- [COVID-19 main resource site](#)
- [COVID-19 Supervisor Resources](#)
- [COVID-19 Faculty and Staff Resources](#)
- [Supervisor guidance on employee international travel \(pdf\)](#)

How to Work Remotely:

- [CCIT Guide to Faculty, Staff and Students](#)
- [Telecommuting Guidance](#) presentation