

MICHIGAN STATE UNIVERSITY

To: DDC, HR Reps, and Supervisors

From: Sharon E. Butler, Associate Vice President of MSU Human Resources
Theodore H. Curry II, Associate Provost and Associate Vice President of Academic Human Resources

Subject: HR Guidelines regarding Governor's Executive Order

Date: March 24, 2020

Colleagues,

We are following up with further details and guidelines of how your units, colleges and departments should abide by Governor Whitmer's "Stay Home, Stay Safe" Executive Order on March 23. The order addressed the need for the people of Michigan "to remain at home or in their place of residence to the maximum extent feasible" due to the novel coronavirus (COVID-19).



The University has already taken significant action by establishing that employees should be working remotely whenever possible. Employees who are working at home should continue to do so, in accordance with direction from their supervisors. Employees must also comply with the executive order.

Additionally, and pursuant to the executive order, the University is now requiring all employees who are **not** necessary to (a) sustain or protect life, or (b) conduct minimum basic operations to stay at home rather than physically reporting to work at their worksites.

The executive order also requires the University to designate any employee whose physical presence at their place of work **is** necessary to (a) sustain or protect life, or (b) conduct minimum basic operations. Employees designated as "necessary" must continue to report to their place of work. Units are required to inform these employees of this designation as soon as possible. The notification of designation as a necessary employee can be verbal until March 31. Thereafter, the designations must be in writing via e-mail, public website, etc.

Determining which employees are "necessary" will depend on the work of the unit. Each unit will need to determine this.

Sustaining or Protecting Life

Examples of activities needed to sustain or protect life include, but are not limited to:

- Providing law enforcement/first responder protection to the MSU community;

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- Providing necessary medical care to patients;
- Keeping medical offices that need to continue treating people open;
- Keeping pharmacies that need to deliver medications open;
- Classroom and laboratory instruction for remote learning;
- Approved work related to critical research as approved by the University;
- Continuing to care for animals in research and farm settings;
- Continuing to provide adequate housing and food service to those who are unable to leave campus;
- Critical infrastructure workers. (The executive order referenced the U.S. Cybersecurity and Infrastructure Security Agency’s [March 19, 2020 guidance pertaining to critical infrastructure workers.](#))
- Employees who perform operations necessary to enable transactions that support critical infrastructure works may also be deemed necessary employees.

Conducting Minimum Basic Operations

Leadership in each unit must take the following immediate action:

1. Determine what the minimum necessary operations are for their unit;
2. Determine who must report to work in order to continue these functions;
3. Notify those who must report to work in order to continue these functions.

Those who are not working in the above functions, and whose presence on campus is not necessary, should not report to their on-site work locations. Wherever possible, employees should be required and enabled to work remotely.

Please note: the University has **not** evoked the Modified Operations Policy and Procedure.

Compensation

The chart below summarizes the compensation the University has authorized for non-academic support staff in the following categories, effective March 24, 2020:

Type of Employee	Work Location	Compensation
Employees who ARE “necessary employees” who must physically report to their place of work under the Executive Order.	Must report to designated work location	<ul style="list-style-type: none"> • Employees will receive their regular base pay. • Hours worked count toward overtime compensation as applicable.
Employees who may work remotely	Perform work at a remote location that complies with the Executive Order	<ul style="list-style-type: none"> • Employees will receive their regular base pay. • Hours worked count toward overtime compensation as applicable.

Employees who are not “necessary employees” under the Executive Order AND who cannot work remotely.	Should not work.	<ul style="list-style-type: none"> • These employees may use any of their unused accrued time (sick, personal, or vacation). • Employees may be eligible for federal programs that commence on April 2, 2020 which will provide additional paid leave. • Employees, other than on-call and temporary employees, who lack sufficient unused accrued time to continue paid status through April 1, 2020 shall be granted up to an additional 56 hours to continue their normal base pay (prorated for part-time employees) through April 1, 2020. On-call and temporary employees are not eligible for the additional 56 hours.
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The chart below summarizes the compensation the University has authorized for salaried faculty, academic staff and executive managers in the following categories, effective March 24, 2020:

Type of Employee	Work Location	Compensation
Employees who ARE “necessary employees” who must physically report to their place of work under the Executive Order.	Must report to work	<ul style="list-style-type: none"> • Employees will receive their regular base pay.
Employees who may work remotely	Perform work at a remote location that complies with the Executive Order	<ul style="list-style-type: none"> • Employees will receive their regular base pay.
Employees who are not “necessary employees” under the Executive Order AND who cannot work remotely.	Should not work.	<ul style="list-style-type: none"> • In general, there should be very few faculty and academic staff in this category. Please contact your dean’s office or Academic Human Resources to discuss options.

Additional Information

MSU HR is currently working to update the Work-related Frequently Asked Questions based on this new information. Please continue to refer to the [HR website](#) for the latest information.