

Strength

*We gain strength
In the most ironic way
We find it when
We are weakest,
When we think we are
breaking
Into a shattered chaos
We learn to have the
strength
To let go of what
Doesn't make us strong*

Chrissie Pinney



Thomas Nelson Employee Update – March 26, 2020

Closing to the Public Extended:

1. Campus facilities in both Williamsburg and Hampton will remain temporarily closed to the public until at least May 1, reopening on Monday, May 4, provided no further guidance is received.
2. **March 27 is closed for cleaning – this is not a telework day but a no work day for all employees. Emergency closing hours will be entered by HR for all full-time non-exempt employees. Part-time employees will need to enter in their normal hours of work with PHEL in the comments section.**
3. **Employees should not be on campus simply because they prefer to work from campus offices.** Thomas Nelson offices remain operational, and all employees who can work remotely should continue to telework. This measure is part of a coordinated effort to support social distancing and reduce the spread of COVID-19 in our area.
4. Any member of the College community who has been asked by public health officials to self-quarantine or self-isolate must follow those directives and should not be on campus. Governor Northam has advised that those who are aged 65 or older or with chronic or underlying medical conditions to self-quarantine. Thomas Nelson is implementing telework as a means of supporting physical isolation and providing opportunities for replacement work to sustain current employment and continue the operations of the college.

Telework Agreements:

1. Telework will be used as an interim measure during this emergency situation. It is our intent to return to full operations on Monday, May 4, 2020; current telework agreements will expire on Friday, May 1, 2020. Decisions about telework beyond this event will be decisions made in concert with the employee, supervisor, Cabinet-level administrator and Director of Human Resources.
2. President's Cabinet members have worked to identify positions that may be eligible to telework and will encourage those employees to work remotely if possible. Other personnel may need to report as requested by their supervisors. HR will provide guidance on telework to supervisors as needed.

3. All employees will be paid provided they are completing their work assignments specified by their supervisors. Because it is our desire to continue to employ and pay all of our faculty and staff, all Thomas Nelson employees have been offered work. For now, all employees, including P-14 wage employees, should work with their supervisors to determine their work plan for the duration of this event. **In order for Part-time workers to get paid, employees and supervisors must continue to complete the timesheet each week!**

Tracking Time, Leave and Attendance:

1. Employees should continue to be in touch with their supervisors for their assignments, product outcomes, and resources. Supervisors are encouraged to check-in with their teams. There are several different means (Zoom, Skype, Teams, Email and the Phone) to connect and check-in with your department teams. We recommend that supervisors reach out through TEAMS to keep in touch, provide encouragement, check on resources and provide guidance on the projects assigned.
2. Employees with previously approved absence (leave) requests in HRMS should ask their manager to email Mike Snyder permission to delete the request.
3. During this event, leave options still apply. If an employee wishes to request leave (sick, personal or annual) they would do so by notifying their manager and then submitting the leave in the system; otherwise. Due to current child care needs, changes in the daily schedule should be discussed with each manager with the understanding it is expected that employees are teleworking the hours equivalent to those worked on-site with appropriate flexibility.
4. Supervisors must report employee absences related to medical conditions so that we can identify specific areas of concern, adjust our operations accordingly, and provide the correct guidance related to their benefits.
5. If an employee is not working or performing their assigned duties because of a diagnosis of the virus, the employee should communicate that to his/her supervisor and to human resources so that the appropriate benefits and leave options are provided to the employee in a timely manner.
6. All employees are now eligible for *Public Health Emergency Leave (PHEL)*. **This benefit applies to all full-time and hourly employees.** When medically necessary due to COVID-19, PHEL provides paid time off to take care of yourself or a family member. The way the leave is determined is based on the hours normally worked per employee. For this reason, it is important to work with HR when calculating or making leave decisions. HR will provide additional details on the use of PHEL, sick leave, and other leave options as appropriate.

Human Resources:

Payroll – Angela Brightmon

1. All employees will be paid provided they are completing their work assignments specified by their supervisors. Supervisors need to continue to approve timesheets – on-time in order for employees to be paid on time.
2. Changes to payroll information and documentation
 - a. Per IRS regulations, revised W-4 forms received from employees will process in accordance with the standard [no later than the start of the first payroll period ending on or after the 30th day from the date the revised form is received].
 - b. Per the Department of Accounts, when updating Direct Deposit employees are required to log into Payline, print the deposit form and submit it to the Payroll office using a secure method of communication (not email). Because the offices are closed to walk-in business, please notify HR (hr@tncc.edu) so that arrangements can be made to accommodate these requests.

- c. Given the current state of affairs, if a change is required and the form has been submitted via a secure method of communication, Payroll will follow-up with the employee using the phone number provided in the employee file. Please be sure that your employee contact information is up to date.

Talent Management – Melanie McNall & Natalie Keeling

Recruitment

1. All current recruitments will continue; it is our plan to have open recruitments completed and ready for orientation on June 25, provided no further guidance is received.
2. We are currently recruiting the following:

Full-Time Positions:

- Mathematics Faculty
- Dean of Science, Technology, Engineering, and Mathematics
- Director of Financial Aid & Veteran Services
- Senior Accountant
- Journeyman HVAC Plumbing Technician
- Finance Manager
- Academic Advisor
- Digital Media Communications & Marketing Manager

Part-Time Positions:

- Art Model
- Student Affairs Program Manager
- Academic Advisor
- Dual Enrollment Coordinator
- Assistant Theater Manager
- EMS Lab Instructor
- Nursing Lab Instructor
- Adjunct Faculty (Various Disciplines)

Benefits

1. The Office of Health Benefits is continually monitoring the COVID-19 situation. If you are currently enrolled in a state health plan, see information related to their efforts [here](#).
2. Employees and dependents who are enrolled in a state health plan, have access to the employee assistance program (EAP). The EAP offers assistance with services such as mental health, child or elder care, and legal or financial services. You will find information regarding how to access your benefits [here](#). Wage employees are not eligible for referrals to the Employee Assistance program. However, they may check the list on Anthem's website and contact providers independently paying for the services. Additionally, many community-based counseling services are offered on a sliding fee based on income. Community Service Boards and local Social Services offices may provide information about free or reduced cost services.
3. COVID-19 Provisions Regarding Flexible Spending Accounts -
Health Care FSA's

- **Can the plan year be extended?** Unfortunately no, the plan year is a 12-month period and, per the IRS, cannot be extended.
- **Can my annual election be reduced as the result of a change in planned surgery?** At this time, guidance is not available regarding funds set aside for planned medical procedures that have been postponed due to COVID-19.

Dependent Care FSAs

- **Can a Dependent Care FSA annual election be reduced due to closure of school, daycare, or after-school activities due to the pandemic?** A change in the cost of childcare services is considered a Qualifying Mid-Year Event (QME) or Life Event. The employee may make an election change by submitting the enrollment form indicating the new election amount. The change will be effective the first of the month following receipt of the completed enrollment form and appropriate documentation.

Talent Development – Donna Norman

1. Annual Awards and recognition ceremony will be moved to the fall. Some faculty recognitions will move forward now in a virtual setting. We will share more as our plans develop.
2. Telework is a new frontier with many opportunities and challenges. There is some guidance ([attached](#)) that should help you as you maneuver through this new “normal”.

Workforce Management – Shakeesta Sumbry-Caldwell & Mike Snyder

1. Multi-year appointments are due back to HR by March 31, 2020.
2. Promotions are progressing as scheduled. Promotion letters are going out within the next two-weeks.
3. Multiple contracts will be issued out for the summer, contracts will be issued out starting in May. Contracts will be issued out the Friday, prior to the start date of class. All contracts will be sent electronically. It will be the expectation that contracts are signed electronically and resubmitted to HR.

Other HR News and Notes:

1. The “Great Colleges to Work For” survey has been postponed. We will notify you once a decision to reschedule has been made.
2. Benefits Open Enrollment are still scheduled for May 1 – May 15, 2020. We will keep you posted if anything changes.

Final thoughts....

Thank you all for the extraordinary efforts taken to continue to provide quality programming for all of our students. We appreciate the creativity, collaboration and professional support across the college. Indeed, we are living in new and unfamiliar territory but here are three important things we know about Gators!

1. **Alligators are toothy** – we know how to smile through the toughest of situations and provide hope to those we serve
2. **Alligators continue to grow throughout their lifetimes** – This situation is providing us many opportunities to expand our thinking; problem-solving and decision-making skills.
3. **They can use tools** – We have discovered and embraced a variety of tools to stay connected and deliver instructions.
4. **Alligators are apex predators that also eat fruit** – Well, Thomas Nelson Gators love to eat - period 😊
5. **Alligators are some of the most vocal reptiles** – As a Gator family, we will continue to make our voices heard as we advocate for our students, faculty, staff and community – we will get through this...together!

We will keep you updated as additional information is available.

From the Gator Hole ~

Warm regards,
Your Thomas Nelson HR Team



American Alligator (*Alligator mississippiensis*), Arkive. Accessed February 10, 2015 at www.arkive.org/american-alligator/alligator-mississippiensis/

Online Learning and Development

Click titles for direct link to course.

Working from Home

[COVLC – Safety Tips for Teleworkers](#)

This program will help educate teleworkers on typical safety hazards encountered while working from an alternative work location.

[HOONUIT - Information Security Best Practices](#)

We will cover threats to your data and system, identify types of threats, attacks and infections; discuss safe and secure user practices; and talk about safe Web surfing techniques.

Managing Teleworkers

[COVLC –Managing Teleworkers](#)

Telecommuting or Teleworking is a key initiative for the Commonwealth of Virginia. After completing this module the participant will be able to: state the benefits of Telecommuting; identify key components of the Telecommuting Policy #1.61; determine appropriate Telecommuting positions; identify your role as Tele-Manager; define Results-Oriented Management; and apply the Telecommuting Policy.

[HOONUIT – Collaborating and Sharing](#)

Learn collaborative features of office 365. You will learn how to use chat, and comments to communicate with members of your team in real time while working on files using various office application files. You will learn how to use collaboration applications such as teams and planner.

**Make-Up Session
Available Now Online!**

VCCS Sponsored

[Retaliation
Mandatory Training](#)

Available at: covlc.virginia.gov

Get a Jump Start! Mandatory on trainings due this year.

[TNCC – Compliance Training for Supervisors and Managers](#)

[TNCC – Compliance Training for all Faculty and Staff](#)

Check out these online learning resources!

COVLC (DHRM) – covlc.virginia.gov

Log in with your COVLC username and password. If you forgot your username and password, click *forgot password* or *username*. Do not set up a new account.

HOONUIT (TNCC) – tncc.edu/staff

Log in to MyTNCC. Click on HOONUIT icon to access training.

Go2Knowledge (VCCS) – <http://www.go2knowledge.org>

First time user must set up a profile using your tncc.edu email address. Sign in to access training.

Email Donna Norman at normand@tncc.edu with questions.