

FAQs for Employees

Will I continue to get paid?

Full-time and part-time employees will continue to receive their normal salary and wages through April 23, 2020. If you are a part-time temporary employee and called to work on an “as needed” bases, you will not be paid your normal salary and wages if you are not assigned any work during this period.

Who do I contact if I need to take leave for a COVID19 related matter?

If you need to take leave for the following reasons, contact Sherita Williams, benefits coordinator, at swilliams@kckcc.edu or 913-288-7426.

1. subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order describe in (1) or self-quarantine as described in (2);
5. caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

I am designated to be an employee that is essential and must work on-campus. I do not have any personal or at-home health risks, but I do not want to work on-campus.

This would be considered an employee request for use of leave (vacation, merit, or personal. The request would be made to the supervisor to approve or deny. This does not qualify as COVID-19 covered time and is treated as a regular leave request.

I am essential on-campus. What is the being done to help protect me?

We have worked diligently to limit the on-campus footprint of employees while sustaining our mission essential functions. In addition, we have instructed those employees who are not required to be on campus to work from home. With far fewer individuals on campus the chance of meeting someone is significantly reduced. Those on campus are required to keep the specified distance and follow social distancing guidelines established by the CDC.

Do I need to take leave if I am designated as essential, working from home, and need to be unavailable during my scheduled work hours?

If you need to be away while working from home, please inform your supervisor as soon as possible. Employees should still use your leave as if you work working on campus. Employees that are non-exempt, should not work outside of their assigned hours.

What mental health resources are available to employees?

Employee can use the Employee Assistance Program(EAP) administer through Metlife. Employees that do not have insurance through the College can still access the EAP program. Experts can help you with

questions about handling stress, maintaining relationships, challenges at work, parenting and childcare, managing money, caring for older relatives or health issues.

To receive the contact information and company password, please contact the Human Resources Department at hr@kckcc.edu

How does the Families First Coronavirus Response Act (FFCRA) apply to me?

The FFCRA was signed into law and has provided additional benefits to employees directly impacted by COVID-19. These benefits are in the form of Emergency Paid Sick Leave and Expanded Family Medical Leave both in addition to existing Sick and Family Leave time. For more information about eligibility and specific details please contact the Human Resources Department at hr@kckcc.edu.

What are the guidelines for designating essential personnel?

Personnel designated by a administrator as “essential personnel” are employees who are needed in order to provide the minimum level of service in the department (i.e., human resources, finance, emergency services, utilities, student services, and facility services) and those needed to prevent irreparable damage to research, mechanical systems, those needed to maintain core functions of the college, and maintain continuity of service. Each affected administrator will designate Essential Personnel in their department and notify them of their role a responsibility.

What guidelines are there for working remotely?

- Remain available during business hours
- Attend all team meetings through Zoom, MS Teams, etc.
- Actively monitor/respond to internal and external customers
- Continue to deliver your work commitments
- Secure your work area and all KCKCC systems
- Keep your personal outlook calendar, team calendar, and out of office notices up to date if you are unable to work due to sickness or planned vacations-

Will I be reimbursed for my out of pocket travel expenses?

Yes, employees will be reimbursed for any out of pocket travel expenses that they incurred after canceling a college sponsored professional development travel. Employees should work with airlines, hotels, conferences to seek a full refund first.

How do I get my on-campus mail?

The Mail will be sorted on Monday, Wednesday, and Friday. It will be disbursed in the same manner as it is currently. Each department will need to pick up their mail periodically from either the mail slot in the mailroom or from any other location to which it is currently being delivered. Keep in mind that most if not all mail is usually picked up by someone in your department and delivered to your offices. These individuals are not likely expected to come to campus during this period. Accordingly, as a department head, Dean, Director, VP, etc., you will likely need to check your department’s mailbox periodically. The mailroom should be open to access your mailboxes. However, if you arrive and it is not unlocked, please contact College Police at (913) 288-7636 and they will open the door for you.

Outgoing mail will need to be returned and put in your mailbox. Outgoing mail will be picked up only on Monday, Wednesday, and Friday.

Should supervisors continue to have face to face meetings with my employees?

As you are working remotely, it is important that supervisors ensure they are available to assist their employees handling their daily work, etc. We are encouraging employees to practice good social distancing per the CDC guidelines and use tools MS Teams, Zoom or other teleconferencing methods.

What are the guidelines for accessing KCKCC locations?

For staff members that are on the President's essential list and need to access the main building (Humanities, Louis, Jewell, Science, Math, PAC, Nursing, and Flint buildings) Monday – Friday from 900am–730pm. A campus police officer will be stationed at the Jewell main entrance for you to sign in and gain access.

Faculty and Staff not on the essential list need to follow the guidelines sent from Deputy Chief Sievers on March 24. Contact Campus Police at 913-288-7636 if you have any questions.

I submitted a leave request prior to the Shelter in Place Order, and now I have to cancel it. How do I get my time back?

For example, I had a scheduled doctors appointment that was canceled due to the COVID 19 virus and I worked my normal schedule during the time that I requested off.

Please send an email to your supervisor to request the time to be added back to your leave. Supervisors, please contact Electra Arzola for any cancellation of leaves for your employees. Electra Arzola, earzola@kckcc.edu

*Please note that if an employee is at the max accrual limit the time cannot be added back until the employee is below the max accrual.

How do I connect to KCKCC VPN while off-campus?

Refer to [this document](#) for assistance with connecting to the KCKCC VPN.

Contact the helpdesk with any issues at 913-288-7479, option #3 or submit a ticket at help.kckcc.edu

How do I block my personal number so that I can make work-related calls?

As we move to working remotely, refer to [this document](#) for instructions to block your number.