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UMS_Community Guidance_COVID-19 Pay Guidance

University of Maine System

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Health Advisory – Coronavirus Disease 2019

UMS Community Guidance

- For Everyone
- For Students
- For Employees New ▲
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Maine's
Public
Universities

UNIVERSITY OF MAINE SYSTEM
- University of Maine
- University of Maine at Augusta
- University of Maine at Farmington
- University of Maine at Fort Kent
- University of Maine at Machias
- University of Maine at Presque Isle
- University of Southern Maine
- University of Maine School of Law

Public Health Resources

- Maine Center for Disease Control —
Coronaviruses
- CDC Coronavirus (COVID-19) Information

Announcements

- Chancellor Malloy: Our Continued
Commitment to UMS Employees
April 3, 2020
- Student Fee Adjustment and Rebate
Policy by April 15
April 1, 2020
- Chancellor Malloy: Celebrating
Commencement During the COVID-19
Pandemic
March 30, 2020
- Pass/Fail Options Extended At UMS
Universities
March 25, 2020
- Chancellor Malloy: We're All in This
Together
March 24, 2020
- Mills Administration, Public Higher
Education Systems Coordinating
Response to COVID-19
March 24, 2020
- Identifying University Resources and
Materials for the COVID Response Effort
March 23, 2020
- Chancellor Malloy: Full Pay Commitment
to Regular Employees Through April 4
March 19, 2020
- Universities Inventorying Resources for
Maine's Coronavirus Response
March 19, 2020
- Universities Transition Employees To
Remote Work Thursday, March 19
March 18, 2020
- UMS To Continue Paying Federal Work
Study Students
March 18, 2020
- Spring Break Extended Two Days:
Classes Resume March 25th
March 18, 2020
- Chancellor Malloy: Working Remotely and
March 25 Start of Classes
March 18, 2020
- Room and Board Adjustments and
Rebates
March 17, 2020
- Chancellor Malloy: Focusing on Faculty
and Staff Needs
March 17, 2020
- UMS Technology Resource Update
March 16, 2020
- Chancellor Malloy: Event Restrictions On
Gatherings and Other Updates
March 12, 2020
- Student Room and Board Refunds: UMS
posting guidance before Noon on
Wednesday, March 18th
March 12, 2020
- Travel Assistance Hotline for UMS
Employees and Students
March 11, 2020
- Chancellor Malloy Message on Transition
to Online Instruction
March 11, 2020
- University UMS COVID-19 Directives
prohibit non-essential university air travel,
opens residence halls for spring break,
sets March 23 deadline for continuity of
instruction planning
March 10, 2020
- Novel Coronavirus (COVID-19)
Information University of Maine System
March 9, 2020
- Students and Employees Urged to Update
Emergency Contact Information
March 8, 2020
- UMS COVID-19 Guidance on University
Travel for Business and Personal Travel
March 5, 2020
- UMS Guidance for International Travelers
March 4, 2020
- Governor Mills Convenes Coronavirus
Response Team
March 2, 2020
- Travel Monitoring and Prohibitions:
University Travel to Italy Prohibited
March 1, 2020
- We're Making Plans to be Ready for
Coronavirus
February 28, 2020

For Employees

UMS Work and Pay Guidance, April 5, 2020 - June 30, 2020 **(New: 04/03/2020)** +

Working Remotely **(New: 04/03/2020)** +

Apply Give Careers Portal

UMS Wellness Program – COVID-19 Level 1 Incentive Adjustment Update (03/30/2020) +

Identifying University Resources and Materials for the COVID Response Effort (03/25/2020) +

COVID-19 Pay Guidance (03/20/2020) -

Full pay through April 4 without need to take leave! Per the Chancellor's message, employees are asked to continue to work remotely if possible or as part of our reduced on campus operations. Special Time Reporting Codes have been established for regular part-time and full-time hourly and salaried employees beginning March 15 through April 4, 2020 for any time away from your regular work schedule for the following reasons:

- Employee is not currently ill but has been advised by a health care professional or per UMS guidance to self-quarantine or is asked to leave the workplace by their supervisor due to indications of illness
- Employee is not currently ill but needs to be away from work due to family member's or dependent's illness or self-quarantine requirements
- Employee is not currently ill but needs to be away from work to care for child(ren) due to school or daycare closure
- Employee needs to tend to matters related to COVID-19

Information on time reporting details are provided below:

- Hourly Employees: [How to Enter Time \(Hourly\)](#)
- Salaried Employees: [How to Enter Time \(Salaried\)](#)

UMA Employees Guidance on Administrative Leave on Monday, 3/16/20:

- [How to Enter Time \(Administrative Leave\)](#)

Questions? Don't hesitate to contact the [Payroll Team](#).

(Last reviewed/updated: 03/20/2020)

Full Pay Commitment Through April 4 (03/19/2020) +

Benefit Eligible Employees – Cigna Prescription (03/19/2020) +

Benefit Eligible Employees: Cigna Information (03/17/2020) +

Benefit Eligible Employees: Telehealth Options (03/17/2020) +

Employee Assistance Program (03/17/2020) +

Resources for Teaching and Working Remotely (3/16/2020) +

Workplace Policies and Guidance (03/12/2020) +

Staying safe in the workplace (03/12/2020) +