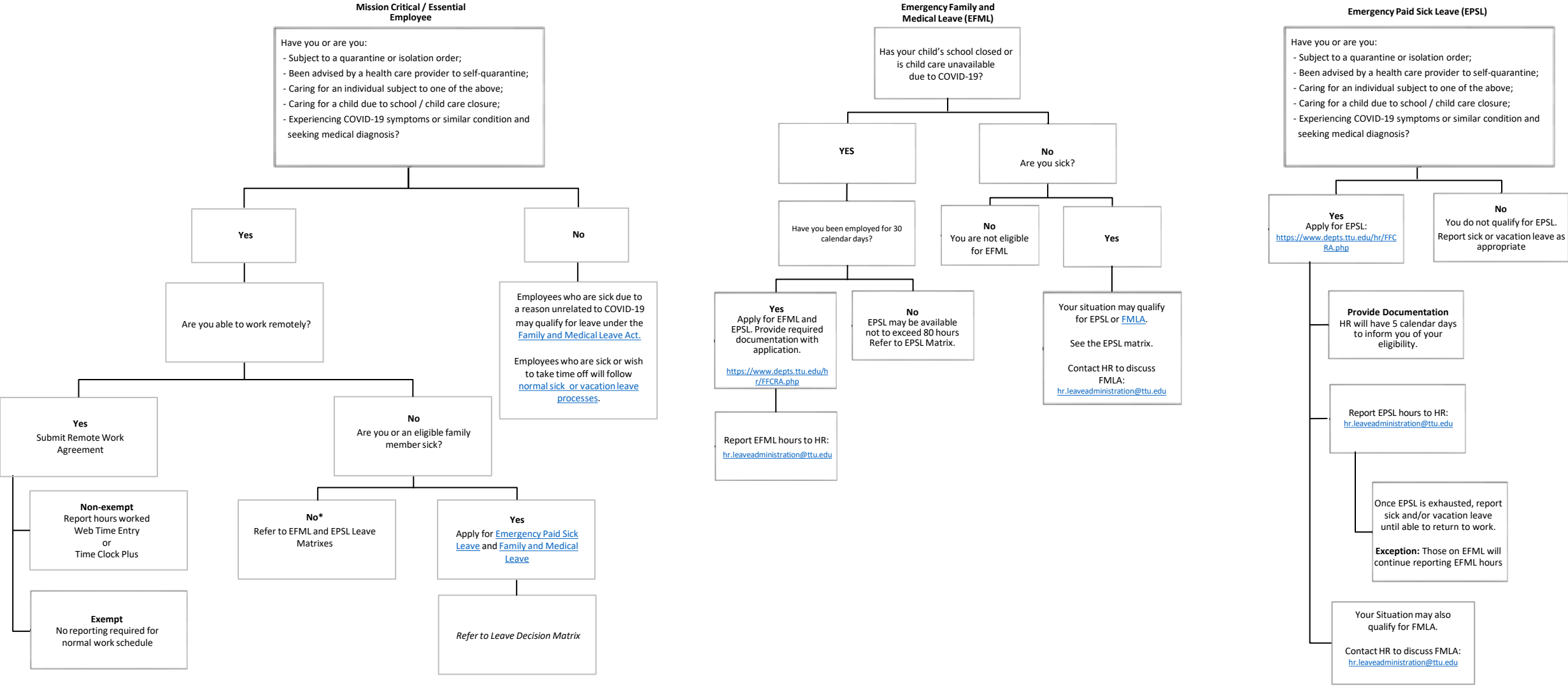


Texas Tech University
Mission Critical (Essential) Employee Isolation or Quarantine Decision Matrix



*If you become sick while working from home, begin reporting as Sick leave.

Glossary of Terms:

Mission Critical (Essential): An employee assigned to an essential core function as listed in the Operational Phases – Novel Coronavirus (COVID-19) Response

Remote Working Agreement: <https://www.depts.ttu.edu/hr/covid19.php> - Located in COVID-19 Manager's Toolkit: Emergency Remote Work Agreement

Non-Work Pandemic Leave: <https://www.depts.ttu.edu/hr/covid19.php> - Located in COVID-19 Manager's Toolkit: Time and Leave Reporting Guidance

Non-Exempt: Team members that are paid on an hourly basis. Hours worked and leave are reported using WTE or TCP.

Exempt: Team members that are paid on a salary basis. Leave hours are reported using WLR.

Time Reporting Methods:

WTE – Web Time Entry: *Non-exempt* team members use WTE to report hours worked and leave. WTE is accessed from the Employee tab on Raiderlink by selecting the My Timesheet (Non-Exempt Employees Only) link in the My Texas Tech Information section.

TCP – TimeClock Plus: *Non-exempt* team members using TCP now have the option to clock in and out using the WebClock feature online from your home.

Instructions from Payroll on WebClock operations: <https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/employees.php>

WebClock direct link: <https://tcp7.texastech.edu/SsoPlatform/app/webclock/index.html#/EmployeeLogOn>

Instructional guide: <https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/documents/v7-webclock-guide.pdf>

WLR – Web Leave Reporting: *Exempt* team members use WLR to report leave time taken. WLR is accessed from the Employee tab on eRaider by selecting the My Leave Reports (Exempt Employees Only) link in the My Texas Tech Information section.

Leave Types Addressed in this Guidance:

NWPD - Non-Work Pandemic Leave: This is an institutional leave type established to provide paid leave to team members who are unable to work from home because their job cannot be performed remotely. If work becomes available, team members are expected to work remotely.

Emergency Paid Sick Leave: Eligible employees receive up to 80 hours of paid sick leave when the employee is unable to work (or telework) due to: an order to quarantine or self-quarantine; displaying COVID-19 symptoms; or caring for a child because of a school closure.

Emergency Family and Medical Leave: Eligible employees receive up to 12 weeks of leave when the employee is unable to work (or telework) due to school closure or unavailability of childcare. First 10 days are unpaid (employee may use EPSL), remaining 10 weeks are paid leave not charged to the employee's sick or vacation accruals.

Sick: Leave type used for reporting sick leave. Notify supervisor using departmental leave reporting procedures. Enter Sick hours using your time reporting method.

Vacation: Leave type used for personal time off. Request time-off using departmental leave request procedures. Report Vacation hours using your time reporting method.

Holiday Comp: Leave type used for personal time off. Request time-off using departmental leave request procedures. Report Vacation hours using your time reporting method.