



**NMT COVID 19 Remote Work and Leave
President's Directive/Interim Policy**

For Regular Status Employees

Effective July 25, 2022

The following procedures will be followed in the event of a regular status employee either testing positive or being exposed to a person who has tested positive for COVID-19. This policy is not applicable in determining whether remote work is necessary or appropriate as an accommodation pursuant to the American with Disabilities Act (ADA), the Family Medical Leave Act (FMLA) or other such similar law.

1. COVID-19 Positive Case:

- a. If an employee who tests positive for COVID-19 determines they are not able to perform the essential functions of their job, they shall immediately notify their supervisor and utilize sick leave or other appropriate leave for the duration of their illness.
- b. In the event the employee believes their illness would not interfere in performing the essential functions of their job as described in their Position Description Questionnaire (PDQ), the employee may ask their supervisor to work remotely. The supervisor shall then determine, with the advice of Human Resources, whether the essential functions of the job can be performed remotely exclusive of "other duties as assigned". If the supervisor and HR fail to make a determination, then the Division VP/President will make the final determination.
- c. If it is determined that remote work is appropriate, the supervisor shall submit NMT Remote Work Plan Request and once approved, the supervisor shall authorize the employee to work remotely.
- d. If at any time thereafter, the employee determines they are no longer able to perform the essential functions of the job, the employee shall immediately notify their supervisor and the approval to work remotely shall then cease and the employee will utilize sick leave or other leave as appropriate.



- e. In the event the supervisor determines the essential functions of the job are not being adequately performed by the employee, the supervisor shall notify the employee of such a determination and the employee shall take sick leave or other leave as appropriate.
 - f. In the event that it is determined that the essential functions of the job are not able to be performed remotely by the employee, the supervisor shall notify the employee of such a determination and the employee shall take sick leave or other leave as appropriate.
2. Employee Cases Involving Exposure to COVID-19:
- a. If a regular status employee has been determined to be exposed, at work or outside of work, to an individual who has tested positive for COVID-19, the employee must follow the Centers for Disease Control (CDC) [CDC Isolation and Quarantine Calculator](#) tool, along with the Pandemic Support Specialist or Chief Exec. Asst. to the President, to determine if they can return to work or if they are required to isolate and/or quarantine.
 - b. In the event that the employee is required to isolate and/or quarantine per CDC guidance, the employee will be allowed to work remotely as long as the employee can perform the essential functions of their job as described in their Position Description Questionnaire (PDQ). The supervisor shall then determine, with the advice of Human Resources, whether the essential functions of the job can be performed remotely exclusive of “other duties as assigned”. If the supervisor and HR fail to make a determination, then the Division VP/President will make the final determination.
 - c. If it is determined that remote work is appropriate, the supervisor shall submit NMT Remote Work Plan Request and once approved, the supervisor shall authorize the employee to work remotely.
 - d. In the event that it is determined that the essential functions of the job are not able to be performed remotely by the employee, the supervisor shall notify the employee of such a determination and the employee shall take sick leave or other leave as appropriate.
3. Leave Procedures and Other Directives:
- a. The supervisor and division head (President or Vice President) will be responsible for submitting and approving the employees remote work duties/schedule. Employees should not submit their own remote work



request. All approved NMT Remote Work Requests will be sent to the employee and supervisor.

- b. The only employees eligible for donated leave are regular employees whose leave benefits have been exhausted, and who do not qualify to work remotely. This will be done to preserve the donated leave bank as long as possible. Temporary and emergency status employees are not eligible for donated leave or to work remotely at this time.
- c. All NMT Employees will follow CDC protocols and guidelines to determine how long to isolate, quarantine or take other steps to prevent spreading COVID-19.
- d. The final determination of whether a position qualifies for remote work rests solely with the cognizant Division VP/President and not the employee.
- e. The supervisor shall not use any form of coercion, or make any threat to an employee that could be deemed retaliatory for not working remotely. This includes future disciplinary action or other adverse employment decisions.
- f. The employee has no implicit right to work remotely and the decision of the VP/President is final and not subject to any appeal or grievance.
- g. The COVID-19 Remote Work and Leave Interim Policy may be amended at any time to meet with changing conditions and/or regulations.

Amended and Approved this 25th day of July, 2022:

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Dr. Stephen G. Wells, President