



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

**For Regular Status Employees**

**Effective January 4, 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:

1. COVID-19 Positive Case: If a regular status employee reports a positive COVID-19 test result the employee will utilize their sick leave for the time required to recover and return to work. Regular status employees are eligible for three (3) days of Emergency Leave if not already exhausted during that calendar year.
2. COVID-19 Close Contact Exposure: If a regular status employee has been exposed to a COVID-19 positive person either at work or from a household member, isolation requirements differ for close contacts based on vaccination status.
  - a. If an employee has been determined by the Director of Emergency Management to be a “close contact” per NMT Resilient Plan and is required to quarantine (requirements for quarantining include not being fully vaccinated, being fully vaccinated but exhibiting symptoms consistent with Covid 19 or having a Covid 19 positive household member), the employee has the following options:
    - i. A household member is defined as someone who lives in your place of residence.
    - ii. An exposed regular status employee may work remotely if the job/position allows for the ability to work remotely for a period days, depending on the quarantine start date and their vaccination status. The employee will submit a Google remote work plan form to their supervisor for approval. The remote work plan will then reside in the COVID-19 Task Force Drive as was done previously. Any updates for extended remote work will be done electronically between the employee and the supervisor. Human Resources and the President’s Office will monitor the remote work plans regularly. See Procedures below.
    - iii. If the job/position does not allow for remote work the regular status employee will be given days of Emergency Leave followed by days of Donated Leave as needed.
    - iv. Regular employees whose jobs don’t allow them to work remotely will be the only employees eligible for Donated Leave. This will be done to preserve the Leave bank as long as possible.



- v. Temporary and Emergency status employees are not eligible for donated leave or to work remotely at this time.
  - vi. All NMT employees were directed by the President to return to work on campus effective July 1, 2021. Remote work is only permitted for COVID-19 related exposures at this time.
3. The Covid 19 Remote Work and Leave Interim Policy may be amended at any time to meet with changing conditions and/or regulations.

**\*Remote Work Procedures and Forms can be requested from Angie Gonzales.**

Once approved by the supervisor and HR the following campus officials and their admins will receive a copy if the employee is part of their division.

Vice Presidents of respective Divisions, Division Directors of PRRC, Bureau

**FINAL APPROVAL**

When the form is completely approved a final approved copy will be routed to the employee's email listed in the form.

**RECORD LOG**

All requests will be logged in a Google sheet. The approval status is noted in the far right column of the spreadsheet.

Approved this 10<sup>th</sup> day of December 2021:

Dr. Stephen G. Wells, President