



COVID-19 POLICY AND PROGRAM UPDATES

PANDEMIC PAY

The University of Delaware's COVID-19 Pandemic Pay Protocol outlines temporary pay policies the University has implemented during these extraordinary times. President Assanis, in consultation with campus leadership, has authorized measures including release with pay in appropriate situations to provide for adequate staffing and retention of employees, and to sustain or restore University operations. This includes allowing salaries of employees who cannot work to continue to be charged to existing funding sources, to the extent these funding sources permits such charging.

Information on how some payments should be processed during the COVID-19 Pandemic Pay Protocol is outlined on the payroll [website](#). The protocols have been updated effective June 1, 2020 and include the following:

- ▶ Payments to misc. wage employees and hourly students not working has stopped and is now limited to working employees paid through soft funding.
- ▶ For COVID related leave, employees do not have to submit a leave request form but should notify their supervisor or HR Manager.

Sponsor-Funded Employees

Employing units and Principal Investigators are encouraged to work with the Research Office to determine how sponsored employees will be paid in advance of any University State of Emergency.

VACATION ACCRUAL

Vacation Leave Accrual Limits Suspended through December 31, 2021

Effective July 1, 2020, the vacation accrual limits outlined in the [Vacation Accrual and Use Policy](#) have been temporarily suspended through December 31, 2021. Eligible employees will be permitted to carry over vacation leave in excess of the limits outlined in the policy. Any excess vacation leave will not be forfeited until January 1, 2022.

HIRING FREEZE

The University of Delaware has enacted a hiring freeze on all current and future searches, academic and non-academic, effective immediately and until further notice as indicated in the notification from Human Resources on April 14, 2020. Exceptions may be appropriate in limited strategic areas, and in support of our principles to support specific critical needs, including safety and academic continuity. Few exceptions will be approved; the hiring freeze is meant to protect the University during uncertain fiscal times by prioritizing support of existing faculty and staff while minimizing new recurring commitments in an effort to reduce/eliminate the need for layoffs and/or furloughs. Note: Soft-funded positions, where full funding derives from external sources and the positions' continuity are contingent upon availability of external funds are exempt from this process.



POLICY UPDATES DURING COVID-19

TALENT SHARE

MAPPING RESOURCES TO WORK PRIORITIES

The Talent Share Program provides a solution to campus staffing gaps by matching up available employees impacted by a reduction in workload due to COVID-19, with other colleges or departments who have staffing needs. It also provides employees an opportunity to develop skills and experience through exposure to other areas of campus. Supervisors and/or HR Managers will provide the Talent Acquisition Team with details of staffing needs, as well as share employees who have capacity to be part of the program. This is a time when employees can showcase their unmatched ability to come together and help support one another. We encourage employees of diverse experience to participate.

As of July 30, over 100 UD employees have SHARED TALENT; across campus.

[Talent Request Form](#)

[Talet Assist Form](#)

[Download current Talent Share opportunities document](#)