

Dear Pepperdine Faculty and Staff:

Throughout the past several months, you have well embodied the University's mission in your flexibility, tireless work, and resilience during the Safer at Home orders. Perhaps especially in the midst of continued disruption, we look forward to the beginning of a new academic year.

### **Continued Remote Work**

Further to President Gash's [announcement](#) on July 22, 2020, classes will be held online for the fall term. Every employee who is able to complete his/her work remotely is expected to do so, including student workers. Though we may not be in familiar classrooms and workspaces, the spirit and mission of Pepperdine remain the same.

Work processes should be reconfigured to the extent possible to increase opportunities for employees to work from home. Please speak with your supervisor to discuss ongoing expectations and business continuity, and proactively share any concerns you have about working on campus or remotely.

Due to the fluidity of the pandemic and its effect on University operations, please continually assess departmental processes to maximize quality of work, responsiveness, and service to students and constituents.

### **Leaves and Resources**

During the COVID-19 pandemic, Critical Support Personnel (CSP) are generally expected to report to campus if campus presence is requested by the University. Other employees are expected to telework if their job responsibilities can be performed remotely as approved by their supervisor. Due to varying needs caused by the COVID-19 pandemic, the following leaves may be available to employees, whether at the worksite or working remotely:

- [Staff COVID-19 Leave](#)
- [Faculty COVID-19 Leave](#)

The COVID-19 Leaves include a Health Leave, Care Leave, Child Care Leave, and Distance Leave.

Please review FAQs on the University's [COVID-19 Planning and Preparedness website](#) regarding additional pay coordination inquiries.

## **Health and Safety**

Your assistance is required to maintain our community's well being. We have the opportunity to practice compassion and service, true to our mission, in the ways we safely interact with others, and in refraining from visiting campus unless necessary.

All interim protocols on the COVID-19 Planning and Preparedness website, including the [Face Covering and Social Distancing protocols](#), apply to all those on any Pepperdine campus, including Critical Support Personnel.

Employees should not come to campus if they are ill and should notify their supervisor. Additionally, all employees (whether working on campus or remotely) have a responsibility to notify their supervisor and the Student Health Center within 24 hours if they had a close contact or exposure to a confirmed COVID-19 case, or test positive for COVID-19, for contact tracing purposes.

Faculty and staff must follow Pepperdine's advice and directions regarding health and safety matters, specifically those provided by the Human Resources Contact Tracer. In the midst of this global pandemic, the University will continue to make decisions to prioritize and protect the health and safety of Pepperdine community members. Prompt adherence to public health directives is both expected and appreciated.

## **Additional Information, Questions, and Concerns**

The University will continue to regularly communicate updates and modify guidelines to respond to the fluidity of the pandemic. You can view additional details and continue to find the most up-to-date information on Pepperdine's [COVID-19 Planning and Preparedness website](#).

We understand that each community member has varying needs during this time. For questions and concerns, please reach out to:

- Your supervisor
- Pepperdine's COVID-19 Information Line | 310.506.8111

- Human Resources | 310.506.4397

Thank you for your continued confidence in Pepperdine, as well as your continued contributions to our University and students.



24255 Pacific Coast Highway, Malibu, CA 90263 | Phone: 310.506.4000  
Copyright © 2020 [Pepperdine University](#) | [Privacy Policy](#)