

Dear Pepperdine Faculty and Staff:

We continue to live and work in extraordinary times that will not be soon forgotten. The global pandemic has certainly brought challenges and devastation. As we consider Pepperdine's future in the midst of the unknown, we must also identify opportunities before us that may not have been otherwise available.

Suspending Furlough and Layoff Decisions

Further to President Gash's recent announcement, University leadership decided to not furlough or lay off members of our workforce due to COVID-related workload reductions through at least December 31, 2020. Particularly in a time of ambiguity, we are grateful for our leaders' courage, compassion, and vision to continue to put people first.

Just as our leaders acted in good faith to prioritize the wellbeing of faculty and staff, we now have the responsibility to act in good faith in how we work to further Pepperdine's mission and serve our students.

Positioning the University for Continued Success

Ever hopeful and creative, Pepperdine seeks to leverage a time that is anything but business as usual. Due to online instruction and social distancing requirements, some employees have limited and no available work; others have more bandwidth than they would otherwise.

We must take advantage of this time to work on strategic projects and goals that will propel the University forward and position Pepperdine for unbridled success

beyond the age of pandemic. Leaders and supervisors have been called to identify work that will strengthen us going forward. There may be untouched forward-thinking projects that are important, but not urgent; or ways to increase compliance and avoid unnecessary financial exposure; or training and development opportunities to make employees even more effective in their roles. We must redouble our efforts to use our time wisely and meaningfully.

Redeploying Pepperdine's Workforce

Leaders across the University have been asked to redeploy employees without a full workload within their respective schools and major areas to contribute toward unmet needs. If employees still do not have a full workload after looking within their own school or major area, leadership has been asked to contact Human Resources. Human Resources will maintain a list of employees with hours of bandwidth and help place them in other parts of the University with need of additional assistance. If you find that you have more bandwidth than normal, please inform your supervisor.

Likewise, leaders have been asked to [contact Human Resources](#) if they have need for additional assistance from others within the University. Human Resources will maintain a list of available work and the number of requested hours each week, and help pair employees with this work.

Helping Pepperdine and Its Community

Desiring to mirror the University's good faith decisions, many faculty and staff asked what they can do to help during this time. In addition to maintaining productivity mentioned above, please consider donating sick time to those in need on a COVID-19 leave. Please continue to pray for Pepperdine students, faculty, staff, leadership, and friends.

Looking Ahead

As is often said, Pepperdine will only ever be as good as those working each day toward its mission. You, Pepperdine faculty and staff, have worked tirelessly and shown great loyalty in meeting the new needs of our University and its students. Thank you for the unique way that you embody the very best of Pepperdine.

Please contact Human Resources if there is any way we can assist you during this time. We look forward to bright days ahead and living life abundant with you in community.

