

Subject: Update on HACC's Remote Planning – Nov. 11, 2020
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Good afternoon, colleagues!

Pennsylvania continues to break records for the number of [positive cases of COVID-19](#) reported on a daily basis. I know that it is difficult to remain vigilant and careful, but we must continue to observe [health and safety mandates](#) in order to keep one another as safe as possible.

Please continue to wear a mask whenever leaving your home, wash your hands regularly and follow physical distancing guidelines. I remain deeply grateful for the many colleagues across the College who work diligently to make sure individuals on our campuses are protected. Your efforts do not go unnoticed!

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania's Community College

- 1. I am planning on visiting my family, who live out of state, for Thanksgiving. I learned the state is designated as a "hotspot" where there are a high number of COVID-19 cases. Am I required to quarantine for 14 days when I return?**

HACC is committed to protecting the health and safety of our students, staff and community. As part of this commitment, **we encourage employees not to travel during the holidays.**

If you do travel to a [state with a high number of COVID-19 cases](#) as designated by the Pennsylvania Department of Health, HACC requires you to quarantine for 14 days upon your return. During this time, you will need to use vacation, personal and/or sick leave or arrange a remote work assignment with your supervisor.

In cases of an emergency where travel is necessary and approved by your supervisor, you can use the emergency leave code (EMR) on your timesheet during the 14-day

quarantine period. Given this is an unusual time in our history, there will be some employees deemed essential who may not be able to travel based on their College responsibilities and as determined by their supervisor.

2. Does the 3% raise include casual employees? Does it include adjunct credit-teaching faculty, including part-time faculty?

According to [SPG 402 on Pay Practices](#), all regular full-time and part-time employees, including credit-teaching adjunct faculty, are eligible to receive annual salary increases. Casual employees are not eligible.

3. Will the 3% raise have an effect on our medical benefit costs for the year? With the raise, my salary will be in a higher benefits tier. Will I have to pay the higher amount for my medical benefits? If so, this should probably be reflected in our enrollment information.

The College utilizes four salary bands that define a benefit tier. Employees contribute to their healthcare costs based on their respective salary and benefit tier. An increase in your salary may move you into a higher benefit tier and result in you paying more for your benefits.

If your benefits tier changes as a result of the 3% raise on Jan. 3, 2021, you will pay more for your health care. Please consider your options as you participate in the open enrollment process. If you already have been through the open enrollment process, you have until Nov. 16, 2020, to change your selection.

4. If a teacher is not answering questions about specific assignments and students can't complete them, what should they do?

If an instructor is not answering questions, students are asked to please email Kathy Doherty, associate provost of academic affairs, at ktdohert@hacc.edu. She will review concerns and help resolve them. Faculty should be responding to emails within two business days.

5. I am unsure how we can still represent the personalities of our campuses under the One-College approach, especially on social media. How can I get help?

The Office of College Advancement is holding a series of Zoom sessions on a variety of topics that can set you up for success.

For example, on Nov. 13 at 10 a.m., the topic will be “You Can Do One College on Social Media Without Losing Your Campus Identity.”

Please review our list of sessions for Zoom login information. All HACC employees are welcome.

6. Is there a standard out-of-office message for employees to use while the College is closed for the Thanksgiving Day holiday and winter holiday?

We recommend that colleagues set up this out-of-office message when offices are closed during holiday breaks:

Greetings!

Thank you for your message. HACC is closed in celebration of [Thanksgiving/the holiday season] beginning _____ and will re-open on _____.

I will respond to email messages upon my return to the office.

Thank you and happy holidays!

7. How can I virtually show my support for our spring and summer 2020 graduates and students eligible to graduate in the fall 2020 semester?

The [fall 2020 virtual Commencement ceremony](#) is scheduled for Dec. 15, 2020.

By Nov. 15, please complete this online [form](#) to provide YOUR congratulatory and best wishes messages to our graduates. Your submission may even be shared during the ceremony and/or on HACC's social media sites.

QUOTE: Self-care is never a selfish act – it is simply good stewardship of the only gift I have, the gift I was put on earth to offer others. Anytime we can listen to true self and give the care it requires, we do it not only for ourselves, but for the many others whose lives we touch.
~Parker Palmer