

**Subject:** Update: HACC's Preparation for the Coronavirus (March 25)  
**Date:** Wednesday, March 25, 2020 3:22:43 PM

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Good afternoon, colleagues!

If you missed the email that I sent yesterday regarding the College's revised plans, please read it [here](#). Yesterday's email includes information about key decisions that were made. Please know that this decision was not made lightly. We believe that keeping the campuses closed through May 17 is the best decision for everyone's health and safety. I appreciate your understanding and flexibility.

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

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- 1. What effect will there be on pay for 41-week employees who have to work past the end of the semester?**  
The work of 41-week employees will end as scheduled on May 21, 2020. If a 41-week employee is directed to work after this date, they will complete a PR-5 paper timesheet for the hours worked in addition to their normal pay.
- 2. How should Federal Work Study (FWS) student workers code their timesheets on days they don't work?**  
FWS student workers should code their time as regular hours. They are not eligible for emergency leave.
- 3. While we are working remotely, what is the response time to return emails, phone calls and texts?**  
While the campuses are closed in response to COVID-19, employees are expected to respond to emails, phone calls and texts within 24 business hours.
- 4. Has the 2020 Annual President's Collegewide Symposium been canceled?**  
The Annual President's Collegewide Symposium scheduled for May 1 is canceled.

**5. Does the coronavirus change the budget being submitted for next year? Will it affect raises?**

We are re-evaluating the draft budget proposal in anticipation of an increased decline in enrollment for academic year 2020-21. The total impact of the worldwide coronavirus pandemic on HACC's budget is not known at this time. Based on this uncertainty, additional consideration in managing our overall expenses, including pay increases, is under discussion.

*QUOTE: In hard times, the goal is to change your response to what you can't control. To grow so strong on the inside that nothing on the outside can affect your inner wellness without your conscious permission. @marcandangel*

Thank you!