

Subject: Update: HACC's Preparation for the Coronavirus – May 26, 2020
Date: Tuesday, May 26, 2020 4:28:52 PM

Greetings, colleagues!

On the heels of Memorial Day, I want to thank all members of our HACC community who have made and continue to make sacrifices to protect our freedoms and keep us safe. To those who currently serve or have served in the military – thank you.

Do you know about our “You Can HACC It” [YouTube playlist](#)? It features many wonderful videos that can help uplift students and boost their confidence. Please share the videos with those who might need extra encouragement. Thank you to everyone who has contributed to this resource by recording a message.

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. Certain employees were told they would not accrue vacation or sick leave while on unpaid leave status and unemployment compensation. Will those employees receive three annual personal days on July 1 if they are still on unpaid leave status at that time?**

Employees who are on a reduced work schedule and use leave without pay will continue to accrue leave and will receive their personal days effective July 1.

- 2. In an email from Rich Cardamone about how to complete our timesheet for the April 26-May 9, 2020, pay period, it states that full-time, non-exempt essential employees who work on campus should report regular time and also emergency time for any time worked on campus. There are a few Facilities Management Department personnel who are working on campus during this time. If I’m reading the email correctly, are they being paid double time for any time worked**

on campus? This seems grossly unfair to those of us who have not been able to work on campus since late March and have to use leave time to get paid or go on unemployment.

In [Dr. Ski's March 12 email](#), we stated the following:

- “In accordance with [SGP 102 Developing the Academic Calendar](#), work assignments during a College campus closure will be made on a case-by-case basis by supervisors. These individual decisions are based on operational need, your access to information technology resources and the nature of your work.
- Full-time and part-time employees who are deemed essential will be directed to come to campus to work. Examples include security officers and facilities teams. These employees will be compensated per policy.”

In [Dr. Ski's May 14 email](#), we explained that the “College authorized emergency pay in accordance with [SGP 102 Developing the Academic Calendar](#) as a way to monetarily recognize essential and other employees who were assigned to work on campus while other employees adhered to the governor’s stay-at-home order.”

In [Dr. Ski's May 21 email](#), we announced that Adams and York counties will move to the yellow phase of reopening beginning May 22. Employees assigned to work at the Gettysburg and York campuses will no longer receive emergency pay effective May 22.

***Quote:** Nobody trips over mountains. It is the small pebble that causes you to stumble. Pass all the pebbles in your path and you will find you have crossed the mountain. ~Unknown*