



**Office of the President**  
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Thursday, March 19, 2020

**All MSU Employees:**

Let us begin by saying **thank you** to each of you for being patient, responsive to student needs, and helpful in turning this corner to online instruction and modified operations across many aspects of our main and regional campuses. We will likely have to modify more as we move forward and will pledge to communicate as regularly as possible.

The following will help guide our campus internally until further notice:

**Operational Hours / Goal of Limited Staff On Campus:**

As you are aware we will remain open as a University, but beginning March 19 our offices and buildings will be closed to everyone, except employees. Our hours of operation March 19 until April 3 are 9:00 a.m. - 1:00 p.m. This will allow us to limit employees on campus, but continue to support basic operations. Next week we will have students on campus removing their belongings from residence halls and other, but it should be brief.

We are asking full-time employees to work, either on campus or remotely, to cover the core operational hours noted above with the approval of your supervisor and oversight of the delegated individuals noted in the next paragraph. Once individuals who are working on campus return home, we are asking that they continue to support the overall operation of the unit remotely as much as possible during the day. Those working remotely are asked to keep communications and business flowing as much as possible during the course of any given day. We are asking supervisors to make sure offices are staffed either in person and/or remotely to accomplish the mission of that unit. Instructional faculty have flexibility to deliver online courses as they determine.

During this time, the following individuals have authority to determine working arrangements, schedules, and make any necessary staff modifications: Vice Presidents, Associate Provosts, Assistant Vice Presidents, Deans, and individuals reporting directly to the President. These noted individuals have the authority to work with their units to achieve a combination of on-campus work, remote work, rotating shifts, flexible work arrangements, time off approval, and creation of non-traditional schedules.

Those not teaching for the majority of their work load, but working more than 50% remotely, should have a written confirmation (email) approving an established outline of the work they are doing remotely, and/or a work product. The noted individuals in the above paragraph may approve these. Please retain this documentation going forward for your files. If our circumstances should be prolonged we may need to have it on hand.

During this period of flexibility we would ask that employees consider using some sick and/or vacation leave if they are truly sick or are not working at all. If any employee is out of leave, please contact your Vice President, or direct Presidential report for areas without a VP, and they can work with HR to make any determinations needed.

**Current Employees, New Hiring, and Unit Expenditures:**

Despite our challenges, our goal is to continue our full-time workforce forward just like we normally would for this year. We want to relay that during this time of having employees on a variety of schedules and formats, full-time employees will continue to receive regular compensation and all other standard University benefits. Should our circumstances be prolonged, we may need to ask some employees to assist in other areas.

As we evaluate our operations, we have asked that all new hiring, including full-time, part-time, contracted, GA, and student employees of any capacity or status be held by each Vice President and Human Resources for evaluation. We are evaluating each new hire to make sure they are mission-critical at this point.

Likewise, we are asking that all units slow down or postpone non-essential expenditures. We have a limited number of staff to process the expenditures, and we may have a need to conserve funds. Our MSU Foundation is evaluating and delaying all but required transactions and payments at this point, unless it is approved by a Vice President.

**Facilities Management:**

FM will begin working in various interior and exterior areas on campus while spaces are open and available, and will be cleaning and disinfecting common spaces as well as performing deep cleaning operations in select common areas and classrooms. FM may also take this opportunity while fewer people are on campus to perform temporary outages of power, water, heating and cooling in an effort to replace certain equipment. Before leaving offices each day, we would ask everyone to take the following measures:

- Please remove all food from refrigerators and make sure to deposit all food waste in an exterior dumpster or restroom waste can prior to leaving.
- Please make sure all windows are closed and locked.
- In an effort to save money, we would ask that while fewer people are on campus to please turn off unnecessary lights and electrical items.

In a helpful measure, if your unit/suite/office can be self-sufficient on trash takeout, etc. for a while, please put a note on the door each day or two letting FM staff know they do not have to enter - this will save some time.

If you have facility related questions please call FM at 3-2066 during the hours of 9:00 to 1:00 or submit an on-line work order on School Dude.

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**Deposits and Check Requests:**

The Office of Accounting & Financial Services will be very limited to walk-ins. If your unit needs to make a deposit during this time, please contact the Cashiers Area at 783-2019 to make arrangements. Check requests may be sent to the Office of Accounting & Financial Services via campus mail to HM 207, or delivered to HM 111.

**Human Resources and Payroll:**

For questions related to HR or Payroll, please call or email the appropriate staff member.

**Off Campus Non-Instructional Communications:**

So that we may reasonably coordinate and assure communications to any outside group regarding our operations, status, or response to the coronavirus is factually correct and consistent, we would ask that you contact Jami Hornbuckle in the Office of Communications and Marketing for assistance.

**Supervisors of Part-Time Employees (Non-Student):**

Part-time employees will be paid for the actual number of hours worked, subject to current University policy. All part-time employment will be evaluated on an ongoing basis, subject to the needs of the University.

**Student Employment Guidance:**

Guidance for areas with student employment will be sent via separate correspondence.

**University-Sponsored Events and Employee Travel:**

Already announced, all University-sponsored student and public events scheduled for campus will be reviewed by the Vice President supervising the division or area. However, it is suggested that all events scheduled for now until the end of the spring semester be discontinued, or significantly limited to 10 people or fewer. Likewise, all University-sponsored travel for out-of-state will remain suspended.

In addition, in-state travel should be highly reduced and it is recommended you speak with a Vice President before traveling on any University business.

If possible, and should an event allow, we would encourage you to find alternative formats to deliver student events and meetings using technology.

**Thank you** again for your patience and leadership during this time. We will continue to send regular communication as events or changes present themselves.