

CUPE 3261

WORKERS UNITED



COVID-19 Pay Continuity

The University intends to keep most employees – staff appointed and casual – ‘whole’ for the period of March 14 – April 30. Employees will be updated after this period if circumstances change.

Please review the detailed [Guidelines on Employee Absences Due to COVID-19](#). These Guidelines are intended to ensure that those employees that are affected by the requirement to self-isolate, who fall ill, cannot complete their work duties from home, or have caregiving needs as a consequence of COVID-19 that cannot be accommodated through work from home are supported to take the time they need away from the workplace to follow the parameters set out by health professionals.

APPOINTED EMPLOYEE

SCENARIO	WHAT TO DO	PROCEDURE DOCUMENTATION
Appointed employee who is sick with COVID-19	Department needs to process sick paid absence	Record Paid Sick Leave
Appointed employee who is in self-isolation due to COVID-19 and <i>can</i> work from home	Department will process regular payment. No change with the “As-Is” process. Note: Employees are required to complete Appointed Faculty, Librarian & Staff Self-Declaration form	
Appointed employee who is in self-isolation due to COVID-19 and <i>cannot</i> work from home	Pandemic payment will be processed centrally Note: Employees are required to complete Appointed Faculty, Librarian & Staff Self-Declaration form	
Appointed employee who are “well” and can work from home	Department will process regular payment. No change with the “As-Is” process.	
Appointed employee who are “well” and cannot work from home	Pandemic payment will be processed centrally	The information will be coming from the HR Divisional offices to Central HR. It would be helpful to send the list to your respective HR Divisional Office.

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02nd April 2020.

Dear Friends,

As we continue to cope with the reality of the COVID-19 virus, it is important to focus on our Health and Safety, as well as our Mental Health.

Your Union is working to ensure that every member, is updated with the latest information.

Members who were off, due to fill out the COVID/Illness Declaration Forms must keep in contact with their immediate Supervisors and or Managers to ensure that their Pay Continuity, are implemented until April 30th, 2020.

Protecting the health and safety of our members is imperative for CUPE 3261. During the current COVID-19 pandemic, it is critical that the appropriate steps are taken to protect the health and safety of you and your coworkers, staff and the students in University, utilizing the precautionary principle and preventing exposure to and transmission of COVID-19. It is also important to ensure that appropriate health and safety measures, including social distancing and the wearing of Personal Protective Equipment (PPE) are utilized.

I want to thank each one of you again, for the hard work and dedication you have shown in these difficult times.

It proves the point that our union has made to the employer, without you this University cannot function properly.

If you have any concerns, do not hesitate to contact me Office: (416) 946-7620 or Cell: (416) 738-4491

Stay Safe!

Respectfully,

Allan James

CUPE Canadian Union
of Public Employees

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