

Chico State Enterprises Virtual Town Hall Meeting Q&A

April 22, 2020

1:00 pm - 2:30 pm

CHICO STATE | **ENTERPRISES**

1. [What resources are available if I have questions about CSE Virtual Operation Processes and other COVID-19 related information?](#)
2. [What resources are available if I am looking for updates from Sponsoring Agencies?](#)
3. [If the remote working extends beyond 60 days, what will the process be for extending the Temporary Telecommute Agreement?](#)
4. [How is CSE HR doing overall with unemployment claims and staffing?](#)
5. [What options can managers provide to staff unable to work remotely or when we return to the office due to the fact they have young children to care for?](#)
6. [Are CSE employees eligible for the Families First Coronavirus Response Act \(FFCRA\) family leave benefits?](#)
7. [When will Projects be allowed to resume hiring new Staff?](#)
8. [What are the pay conditions for Student employees funded by a grant?](#)
9. [Does the "125 Rule" regarding the number of maximum hours available apply to Administrative Leave paid through a grant?](#)
10. [Does the research of graduate students with seasonal/time-critical field-based thesis projects funded by Federal agencies qualify as essential?](#)
11. [Is there a mechanism to get an acknowledgment of receipt for Check Requests?](#)
12. [What is the timeframe for Check Requests to be processed?](#)
13. [What is the process for submitting Payee Data Requests and other documents with sensitive information \(ie. Social Security numbers\)](#)
14. [What is the processes and timeframe for submitting invoices to funders? How are invoices prioritized?](#)
15. [Is there any difference in the protocol for the submission of grants?](#)
16. [Is it permissible for CSE employees to have purchases shipped to their homes?](#)
17. [What can employees expect when we are allowed to return to the office and resume business as usual?](#)

Q1: What resources are available if I have questions about CSE Virtual Operation Processes and other COVID-19 related information?

A1: Watch the recording from the [CSE Virtual Town Hall](#), and visit the [CSE COVID-19 Information page](#)

Q2: What resources are available if I am looking for updates from Sponsoring Agencies?

A2: Visit the [Sponsoring Agency COVID-19 Information page](#) (UPDATED CONTINUOUSLY)

Q3: If the remote working extends beyond 60 days, what will the process be for extending the Temporary Telecommute Agreement?

A3: CSE is currently working to update and extend the Temporary Telecommute Agreements in coordination with the Provost's Office.

Q4: How is CSE HR doing overall with unemployment claims and staffing?

A4: As of 4/22/2020 CSE has had only 19 claims, not all of which associated with COVID-19. CSE uses a third-party vendor, Equifax to ensure that reporting of the reason for the reduction in work happens in a timely manner.

Q5: What options can managers provide to staff unable to work remotely or when we return to the office due to the fact they have young children to care for?

A5: Full-time, benefited employees have the option to use sick and vacation time. Otherwise employees are eligible to file for unemployment. Principal Investigators are encouraged to

reach out to their Project Analyst, as some funders are authorizing payment of staff unable to work due to COVID-19.

Q6: Are CSE employees eligible for the Families First Coronavirus Response Act (FFCRA) family leave benefits?

A6: No. As a 501(c)3 with over 500 employees, CSE does not qualify for the program.

Q7: When will Projects be allowed to resume hiring new Staff?

A7: CSE is continuing to recruit and hire positions as long as they are able to work remotely and/or if the work is considered an essential critical activity. CSE HR is analyzing each hiring request that comes in to ensure that it has been reviewed and approved by the Project Analyst, and that the work is essential/critical. Along with Campus, CSE is working to identify opportunities to utilize individuals who have experienced a reduction in hours.

Q8: What are the pay conditions for Student employees funded by a grant?

A8: Check with your analyst, grant funded Student employees may be eligible for pay even if they are unable to work.

Q9: Does the “125 Rule” regarding the number of maximum hours available apply to Administrative Leave paid through a grant?

A9: Yes.

Q10: Does the research of graduate students with seasonal/time-critical field-based thesis projects funded by Federal agencies qualify as essential?

A10: Graduate students should consult with their thesis advisor to determine if their research qualifies as essential.

Q11: Is there a mechanism to get an acknowledgment of receipt for Check Requests?

A11: There is an option within Outlook to request a notification of Delivery and/or a notification that the message has been Read.

Q12: What is the timeframe for Check Requests to be processed?

A12: CSE is committed to a processing time of 10 working days, assuming all documentation has been provided. Processing times will not be affected by a change in hours of operation during the Summer.

Q13: What is the process for submitting Payee Data Requests and other documents with sensitive information (i.e. Social Security numbers)

A13: Have the vendor complete the form as usual without their Social Security Information. CSE will contact the vendor directly to collect that information over the phone.

Q14: What is the process and timeframe for submitting invoices to funders? How are invoices prioritized?

A14: Invoices to funders are prioritized by due date. CSE is in contact with the funders on a daily basis. Note that funders are also working remotely, and that is having an impact on how invoices are submitted. Some funders who typically require hard copies of invoices have temporarily agreed to receive electronic copies.

Q15: Is there any difference in the protocol for the submission of grants?

A15: There has not been a significant change, due to the fact the majority of grants were already being submitted electronically. There have been some deadline extensions. Please contact your [Development Specialist](#) for more information.

Q16: Is it permissible for CSE employees to have purchases shipped to their homes?

A16: Yes, CSE employees are permitted to ship orders to their homes.

Q17: What can employees expect when we are allowed to return to the office and resume business as usual?

A17: CSE is working with Campus to develop criteria and a plan for a return to business as usual. Additionally, CSE is planning a deep cleaning of the 25 and 35 Main Street buildings. CSE will share updates, as they become available.