

OFFICE OF THE PRESIDENT/SUPERINTENDENT
PRESIDENT'S CAMPUS UPDATES



From: Fierro, Jose L.
Sent: Tuesday, March 19, 2020 10:15 PM
Subject: Governor's Stay at Home Order

Dear colleagues and friends,

I am writing to you this evening to provide you with an update regarding our current operational status. Many of you just heard that Governor Newsom has issued a [STAY AT HOME](#) order for the State of California. Given the orders from Governor Newsom, we need to move up our plans to migrate to an online environment.

Effective immediately, only essential personnel will be allowed on campus, as defined by our Emergency Operational Plan:

1. Campus Police personnel
2. Facilities personnel
3. Fiscal Services
 - a. Payroll
 - b. Accounts Payable
4. IT personnel
5. Purchasing personnel
6. Members of the Executive Council

If you are not an employee of the areas listed above, you can pick up the materials that you need to be able to work remotely tomorrow, Friday, March 20, before 5:00 p.m. This will be your only opportunity to retrieve what you need to work remotely for a while. The order will remain in place until further notice.

We will not be offering any coursework on campus, this includes laboratory courses that cannot be offered in an online format, and we must plan to offer as many classes as possible online because maintaining instruction is imperative. Many of our students are about to transfer and graduate and they depend on our ability to make this work. Vice President Miranda, Faculty Senate President Dr. April Bracamontes, and CCFF Co-President Dr. Bobbi-Lee Smart are working together to address questions regarding lab courses that can't be taught online.

Please contact your direct supervisor for information regarding individual arrangements to work remotely.

During the time of this State Order, employees will continue to be paid their regular earnings. Once the college resumes its normal operations, payroll will individually apply appropriate contractual (e.g.,

sick, comp, vacation, differential pay) and statutory paid balances (e.g., Emergency Paid Sick Leave Act) to make up for the absences of those employees who chose not to or were not able to work from home. If the employee ends with a negative balance, he/she will not be able to accrue additional paid time off until the negative balance is zero.

Employees who are working from home, their paid balances will not be touched and will continue to accrue paid balances according to their respective collective bargaining agreements.

I know this is not an easy thing to do; however, I have nothing but confidence in our ability to overcome difficult situations. We are a strong community, we are student-centered, we are creative, and together we will find a way to take care of each other and our students, who need us most at this time. Thank you for rising to the challenge and bringing the best out in each other.

Jose

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STAY CONNECTED



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