



Return To Campus Fall 2021

1 message

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Mon, Aug 2, 2021 at 4:24 PM

Dear Colleague:

I hope that you are enjoying your summer and that this email finds you and your family happy and healthy. I am sure you have had a chance to read Dr. Jebb's email from Wednesday, July 28, 2021 that welcomed the new academic year and highlighted some significant priorities along with advancing some notable initiatives. Mainly:

1. Doing our part to foster a **healthy, well, and safe environment** for work and study.
2. Being committed to delivering a **high-quality, vibrant student experience**.
3. Being **equitable** in our practices to assess the fairness and effectiveness of our decisions.
4. Being **creative and reflective**—empowered to apply what we have learned over the past 18 months and willing to grow from those lessons.
5. Being gentle with one another—demonstrating **empathy and humility** as colleagues, as mentors, and as educators positions us to be stronger partners.
6. Being **adaptable and resilient**—recognizing that conditions are impermanent and new challenges are inevitable.

The purpose of my email today is to provide additional details and target dates for two of the initiatives that were outlined in Dr. Jebb's email: **I. the Employee COVID-19 Vaccination/Weekly Testing Program and II. the Pilot Employee Program RamaPRO.**

I. Employee COVID-19 Vaccination/Weekly Testing: While the COVID-19 vaccination is not mandated for employees at this time, we hope that most of you have been fully vaccinated. We strongly encourage those who have not gotten the vaccination to do so in an effort to protect yourself, your family members, friends, coworkers and the campus community. We have added more dates to the on-campus vaccination clinic (**August 19th and September 9th**). Effective, on or before **August 10, 2021** all employees with an on-campus presence for Fall 2021 shall provide evidence of their full vaccination record to Human Resources. Please email a copy of your record to: rcnjcovidvax@ramapo.edu or drop off a **copy** of your full vaccination record in the AFTER HOURS DROP OFF box located in the hallway outside of Human Resources 1st floor, D Wing (please do not give us your original). ***If you have previously provided your full vaccination record for travel or payroll purposes, you do not need to resubmit.***

If Human Resources does not receive a copy of your full vaccination record by **August 10, 2021**, you will be included in the testing schedule and will be required to undergo weekly testing until we receive proper documentation. We have partnered with Visit Healthcare who will be administering COVID-19 testing here on campus. HR will provide additional guidance to employees who are required to get tested by **August 18, 2021** regarding their testing schedule.

II. Pilot Employee Program RamaPRO: The Roadrunner/Arch Model will end on **August 27, 2021**. Effective **August 30, 2021** and for the remainder of the semester, staff should be prepared to be on campus each week. The College will be adopting a pilot remote work model for the Fall semester. Please take note, this remote work model is not a substitute for childcare. This pilot program, which we are calling **RamaPRO**, will designate staff into one of four categories:

1. **Essential:** This position category is designated for essential employees, i.e., Public Safety and Facilities. There is no remote work component to this category. (100% on campus)

2. **High Contact:** This position's vast majority of work is physically on campus and requires interaction with students and other employees, units or other constituent groups. The ability for any type of remote would be very infrequent. (80%-100% on campus).

3. **Moderate Contact:** This position category has a component of their job that requires them to be physically on campus and to have interaction with student and other employees, but a component of their job can successfully be performed remotely. (40%-60% on campus).

4. **Low Contact:** This position has a minimal amount of their job that requires them to be physically on campus, limited or no interaction with students and other employees and their work can be performed effectively remote. (20%-40% on campus).

In the coming weeks, your unit supervisors and managers will be doing an analysis that identifies your position and the weekly frequency in which you may be able to work remotely based on job function and operational needs. These recommendations will be reviewed by the Division Vice Presidents and forwarded to the Human Resources Department prior to implementation.

Remote work schedules will be staggered so as to ensure a robust on campus presence and office coverage. Please keep in mind that as College needs and requirements change the College reserves the right to change or modify remote work schedules. Employees will always have the choice to come to the office. We encourage you to be good teammates and engage and interact in person with our students and your fellow co-workers.

You should hear more from your supervisor regarding your category and possible remote schedule prior to **August 30, 2021**. If your schedule has not been communicated to you by then, you will be expected to come to your office on campus. We are optimistic that the assessment of your position to determine your remote/campus schedule will be completed within the month of August.

If you have any questions, please reach out to the Human Resources Department and please....enjoy the rest of the summer!

Looking forward,

Virginia

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