
Return to Campus Fall 2021

1 message

Virginia Galdieri <vgaldier@ramapo.edu>
To: hr_managers-grp@ramapo.edu

Thu, Jul 29, 2021 at 5:11 PM

Dear Managers:

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 afternoon that welcomed the new academic year and highlighted some significant priorities along with advancing some notable initiatives.

The purpose of my email today is to give you information and to provide additional resources on two of the initiatives: 1. the Employee COVID-19 Vaccination/Weekly Testing Program and 2. the Pilot Employee Program **RamaPRO**. An email will be sent to all employees on Monday, but I wanted to give you a heads up first.

As you know, the program called **RamaPRO**, is being rolled out as a pilot for the Fall semester and will be considered for continuation if there are no negative impacts to operations and productivity. At this time, Essential employees such as Public Safety and Facilities are unable to participate in this program.

We have identified that there are positions within most units that are Essential, high contact, moderate contact and low contact based on job functionality. We ask that you designate all positions within your departments using the operational framework below, the RamaPRO Position Assessment and the RamaPRO Manager Template Designation worksheet (attached) for each employee in your units. Please take careful consideration to review each position's job functions and ensure consistency in your assessment of classification across your unit.

Ideally, for business continuity purposes, remote work-days should be consistent on a weekly basis.

1. Employee COVID-19 Vaccination/Weekly Testing

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

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

2. 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, employees should be prepared to be on campus each week. The College will be adopting a pilot remote work model for the Fall semester. This remote work model will designate employees 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 work 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 duties 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. (0%-20% on campus).

The chart below should be used as a guideline when you are assessing where a position may fall. While most employees will fit into one of the four categories, I recognize that there may be situations that may not perfectly fit into this model. In that case, you should reach out to your Vice President and/or HR to discuss the situation. Again a reminder that careful consideration should be given to this review so that each position's job functions are assessed to ensure consistency in the classifications across your unit.

Staff				
	Essential Employees	High Contact Position	Moderate Contact Position	Low Contact Position
Description	Public Safety Facilities	High contact positions are those positions where the vast majority of the job is completed while physically on campus and mostly requires interactions with students/employees on campus	Hybrid positions are those positions where a component of their job requires them to be physically on campus and requires them to interact with students or other employees but who may reasonably complete other aspects of their duties while working remotely	Low contact positions are those that only a minimum amount of their job requires them to be physically on campus. These positions are able to effectively work remotely
Example*	Public Safety; Facilities	Residence Life, Counseling Center, Financial Aid, Student Accounts Admissions, Library, Registrar, Health Services, Advising, OSS, Cahill, EOF, Athletics, Payroll and Benefits	HR ITS Business Services Marketing & Communications Institutional Advancement	Some Administrative Offices
Guidelines	No ability to telecommute	Telecommuting may be permitted but no more than once per week using staggered schedule to ensure adequate office coverage	Telecommuting permitted 2-3 days per week using staggered schedule to ensure adequate office coverage	Telecommuting permitted 3-4 days per week using staggered schedule to ensure adequate office coverage.
Recommendations*		Required to be on campus most days	Required to be on campus	Required to be on campus as

		to perform their job		needed;
	100%	80%-100%	40%-60%	20% -40%

*These are examples and not limited to the offices/categories mentioned, i.e., there may be days/weeks during the semester where a position will need to be on campus 100% of the time.

Your recommendations will be reviewed by your division Vice Presidents and the Human Resources Department prior to implementation. You should stagger the work schedules to ensure a robust on campus presence and office coverage. You should consider the productivity of the employee's function and the operational needs of your unit and of the College in this assessment as well. Please note, as College needs and requirements change the College reserves the right to change or modify the remote work schedules put forth.

Employees will always have the choice to come to the office and we encourage you/them to come often and engage and interact in person with your teammates. If you feel there may be safety issues within your physical location, Environmental Health and Safety can review your protocols and operational plan to determine if modifications may be needed within your space. You should complete the assessments by August 10 and share with you Division Vice President by August 10, 2021. Your Division Vice President should respond with approval or denial by August 13, 2021. I realize this is a tight timeline but in order to complete the review and communicate the plan to the employee, the timeline is warranted.

If you have any questions, please reach out to the Human Resources Department at x7505 or x7507 and please....enjoy the rest of the summer!

Looking forward,

Virginia

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2 attachments

 **RamaPRO Remote Position Assessment-v3-July 29 2021.docx**
16K

 **RamaPRO Manager Template Designations.xlsx**
11K