

**From:** de la Vega, Kristina A  
**To:** University Administrators  
**Subject:** MPP Update re: COVID-19 (Coronavirus)  
**Date:** Tuesday, March 24, 2020 1:48:57 PM

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Dear Campus Administrators,

I hope you are all doing well and staying healthy. Please see below e-mail for continued guidance related to COVID-19.

**Paid Administrative Leave:**

Today I will be sending a communication to all state-side employees about a new policy on temporary paid Administrative Leave for COVID-19. Please review that communication in detail and let me know if you have any questions.

If any employees in your area qualify for the leave, please direct them to reach out to our Employee Relations Office at 818-677-6566 or [er@csun.edu](mailto:er@csun.edu).

Human Resources will be developing a form for employees to complete and submit electronically so that we can track this time accordingly.

Additionally, if you have any employees in your area who are currently on Administrative Leave due to being 65 and over and/or have a high risk condition per CDC, and they are operationally not able to perform any work at home, please submit a list of names to [er@csun.edu](mailto:er@csun.edu) by close of business on Wednesday, March 25, 2020. This applies only if you have not already sent an e-mail.

Also, all Student Assistants (and Work Study students) will continue to be paid through the end of the semester for their regularly scheduled hours. This is an update from the initial guidance that pay would go through April 5<sup>th</sup>.

**Telecommuting:**

To assist you with increased telecommute operations, we have included additional FAQs at <https://www.csun.edu/COVID-19> that provide resources on effectively telecommuting and a checklist to help ensure home work spaces meet safety standards.

**Hiring Slow Down:**

The CSU has implemented a hiring slow down effective immediately (due to both capacity to onboard at this time as well as current and future budget impacts resulting from the pandemic). All active and future searches will be placed on hold unless an exception is granted. Exceptions may be granted only by the President, supported by a divisional vice president recommendation, that are deemed critical and/or essential to be filled at this time. All searches with a fully executed offer letter shall be honored. Please work directly with your divisional vice president for any exceptions.

**Emergency Pay:**

We have been advised that employees in CSUEU and Teamsters who continue to come to campus for essential functions will be provided emergency pay per their respective collective bargaining agreements.

The emergency pay will be retroactive to Friday, March 20, 2020. We are awaiting additional guidance on this and will share more details soon. Please continue to ensure that all work that can be performed remotely/virtually is encouraged and done so.

**MPP Round Table Discussion:**

Finally, we will have our next MPP roundtable discussion through Zoom to discuss the new administrative leave policy and any other questions you may have on Thursday, March 26<sup>th</sup> from 10 a.m. to 11 a.m. Please register through [CSU Learn](#) and a calendar confirmation with the Zoom link will automatically be sent to you.

Thank you for your continued dedication and leadership during this time.

Best,  
Kristina

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