

UW Policy on Charging of Effort when Research has been Disrupted due to COVID-19.

See https://finance.uw.edu/pafc/Salary_Expenses_COVID for the full webpage.

If work on an Award has been disrupted due to COVID-19:

1. Every effort should be made to identify activities that can be performed remotely or in accordance with public health guidelines; relate to the Award objectives; or further the relevant skills of the researchers on an Award. If researchers engage in these activities, their salaries can continue to be charged to the Award as usual.
2. If no such activities can be identified the department should consider reassigning researchers to other sources of funds.
3. In the exceptional case that alternate work arrangements or reassignment cannot be identified Sponsors may allow charging of salaries to an Award, even when the researcher is unable to work on that Award. The UW has issued a declaration and an amendment (see below). If the Sponsor allows charging salaries when no work is being performed due to disruptions from COVID-19, time should be allocated to "Stay Home, Stay Healthy" pay ("SHH" in Workday) per the HR webpage: <https://hr.uw.edu/coronavirus/policy-updates/administrative-leave-during-covid-19/>.



March 2, 2020

Re: Executive Order No. 27, Suspended Operation Policy, Declaration of Extraordinary Circumstances

The Governor for the State of Washington declared a state of emergency related to COVID-19 on February 29, 2020.

Pursuant to Executive Order 27, Section 8, I have determined that this is an emergency of an extraordinarily severe and extended nature. Accordingly, as of March 2, 2020, I authorize University leaders, in consultation with the Executive Office, the Office of Human Resources and the Office of Academic Personnel, to take necessary measures, including release with pay in appropriate situations, to provide for adequate staffing and retention of employees, and to sustain or restore University operations.

A handwritten signature in black ink that reads 'Ana Mari Caucé'.

Ana Mari Caucé
President
Professor of Psychology



April 1, 2020

Re: Executive Order No. 27, Suspended Operation Policy, Declaration of Extraordinary Circumstances – Amendment

On March 13, 2020 the President of the United States declared a National Public Health Emergency and ordered regional and local authorities to take emergency precautions and actions to protect the public and stop the spread of COVID-19. The Governor for the State of Washington declared a state of emergency related to COVID-19 on February 29, 2020 and further issued a “Stay Home, Stay Healthy” proclamation on March 23, 2020.

Pursuant to Executive Order 27, Section 8, I determined on March 2, 2020 that this is an emergency of an extraordinarily severe and extended nature. Accordingly, I authorized University leaders, in consultation with the Executive Office, the Office of Human Resources and the Office of Academic Personnel, to take necessary measures, including release with pay in appropriate situations, to provide for adequate staffing and retention of employees, and to sustain or restore University operations.

I am amending my original, March 2, 2020 declaration to explicitly clarify that an allowable compensation practice includes allowing salaries of employees who cannot conduct research to continue to be charged to existing funding sources, whether federal or non-federal, to extent such sponsor or source of funds permits such charging.

This order will remain in effect until it is amended or lifted.

A handwritten signature in black ink that reads "Ana Mari Cauce".

Ana Mari Cauce
President
Professor of Psychology