

Frequently Asked Questions For Faculty and Staff

The responses below outline NKU's current policies and procedures. As the situation continues to evolve, Human Resources is reviewing any impacted policies and procedures and will share updates with any revisions.

Staff Pay, Time Off & Leave

1. How will I be paid if I am unable or not permitted to work due to COVID-19?
 - Staff may use applicable paid time off benefits available to them.
 - Staff may discuss alternative work arrangements available to them with their supervisor and Human Resources. See the Alternative Work Arrangement section below for more information.
 - Staff may choose to be absent without pay if paid time off options are exhausted.
2. My child's school is closed due to COVID-19. What can I do?
 - If you need to be at home to care for others, talk to your supervisor and Human Resources about making alternative work arrangements or using FMLA coverage, if eligible. Staff may choose to use paid time off or be absent without pay if paid time off options are exhausted. Bringing a child to work is not recommended or advisable.
3. How will I be paid if I stay home with a child due to school closure?
 - Promptly notify your supervisor and Human Resources of the reason for your absence and the anticipated date you will return to work. Talk to Human Resources about using your applicable paid time off benefits, making alternative work arrangements, or using FMLA coverage, if eligible. Staff may choose to be absent without pay if paid time off options are exhausted.

Human Resources can be reached at 859-572-5200 or hr@nku.edu.

Alternative Work Arrangements

1. How do I telecommute/work from home or work remotely?
 - Discuss options with your supervisor. Keep in mind that not all roles are suited for alternative work arrangements due to specific job duties that cannot be performed at home or operating requirements of the unit.
2. Does my supervisor have to approve alternative work arrangements if there is an outbreak?
 - Supervisory approval is necessary to utilize alternative work arrangements. Supervisors should be flexible in allowing employees who are able to do so to work from home.

- Not all requests for alternative work arrangements can be approved due to the nature of the job. Decisions should be based upon whether or not an employee's responsibilities can be performed away from campus or during an altered schedule and whether they have the equipment and technology.
3. If there is a large number of employees who are unable to come to work due to an outbreak, is there a maximum number of overtime hours my supervisor can require me to work?
- In the event of a serious outbreak, we all may be needed to work differently—including more hours—to ensure the university continues to function. Supervisors will make efforts to permit employees to take rest periods and may use their discretion in scheduling additional breaks for employees working additional hours.

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Planned Travel for Employees

4. Is the university restricting employee travel?
- All university-sponsored international travel is suspended through the end of the semester, and all travelers arriving from Level 3 countries will be required to self-isolate for 14 days after their arrival in the U.S. before being allowed back on campus. University sponsored domestic travel is being reviewed on a case-by-case basis. Please refer to information on the [CDC Travel website](#).
5. I have a family vacation planned. Is the university limiting my personal travel?
- No, however, we encourage employees to follow the CDC and Health Department guidelines in addition to the advice of their healthcare provider. Please refer to information on the [CDC Travel website](#).
 - NKU will monitor the CDC and Health Department guidelines for travel that recommends limiting interaction with others for a period of time and may restrict an employee's return to work following such travel.