

FAQ -- Questions for faculty and staff

3/13/20

How will work change for staff and faculty?

The College is continuing to operate. The work of educating our students and caring for those who remain on campus will continue without interruption at this time and staff and faculty will continue to work. The shift to remote instruction is a measure we are taking for the health and safety of our entire community. Having fewer students on campus not only limits the risks for the students who will need to remain, but for all of us, in allowing us to practice recommended social distancing. Faculty and staff are also asked to practice preventative measures to remain healthy and reduce the spread of viruses.

Offices and buildings remain open to faculty and staff. At present, we do not anticipate a change in staff operations (such as a shift to remote/alternate work arrangements). However, we will continue to evaluate the situation.

Faculty will deliver remote instruction from the location from which they can do it best, whether it be their campus offices or another location.

If you have questions, please contact your supervisor or Human Resources (for staff) or John Bullock (for faculty) for guidance..

What if staff need additional sick time?

We want our staff to stay healthy and safe in this public health crisis. To encourage employees to stay home when sick, the College has temporarily altered its sick time policies in order to allow employees (in most cases) to continue to be paid while out of work. Employees will be allowed to maintain a negative sick time balance and/or, where desired, the use of accrued vacation time to cover sick absences. Staff should continue to report their absences through [ADP](#); please ensure absences are submitted as soon as possible. Employees who are absent due to symptoms that are consistent with COVID-19 will be required to present a note from a doctor prior to returning. Any employee who is concerned about financial hardship should contact [Human Resources](#).

Can I forward my office phone to my cell phone?

Yes. IT@Bennington can forward your work phone to your cellular phone. If this is something you will want to take advantage of, please fill out this [form](#).