



**Responsible Office:** Human Resources

**Issued:** August 6, 2020

### **A. Purpose and Scope**

Pursuant to all relevant Executive Directives, it is mandatory for all employees to comply with the Working Well™ program, which includes:

- Daily Symptom Check
- Face Coverings

The purpose of these Guidelines is to outline the process to address demonstrated non-compliance with the Working Well Program.

These Guidelines apply to all staff members on campus and within the College of Health Sciences.

### **B. Authority and Responsibility**

Department heads and supervisors are responsible for taking appropriate corrective action in consultation with their assigned Human Resources Business Partners.

### **C. Guidelines**

It is mandatory for all employees to comply with the Working Well program. However, it is understood that the expectations may be different for employees who are scheduled to work on-site versus employees who are telecommuting.

#### **Employees Scheduled to Work On-Site**

If an employee is scheduled to work on-site and demonstrates a pattern of non-compliance with the Working Well program (e.g. consistent failure to comply with one or more aspects of the Working Well program), the supervisor should discuss the issue with the employee to understand if there is a valid reason for not complying. Examples of valid reasons include but are not limited to the following:

- Any authorized leave of absence (including vacation leave),
- Technology issues that preclude compliance, and
- Natural disasters.

Employees are encouraged to be proactive in discussing compliance with the Working Well program requirements with their supervisors, including any anticipated inability to comply with the program requirements.

Absent valid reasons for non-compliance, if the supervisor has discussed the lack of compliance with the employee and the employee continues to demonstrate a pattern of non-compliance, in the interests of safety, the supervisor should send the employee home for the remainder of their shift (with pay). The employee will be expected to return to work and comply with the Working Well program on their next scheduled day of work.

If, after the actions described in the paragraph above have occurred the employee continues to demonstrate a pattern of non-compliance with the Working Well program, the Department may pursue additional corrective action consistent with PPSM-62, Corrective Action, or the applicable collective bargaining agreement. Examples of additional corrective action for a continued pattern of non-compliance may include a counseling memorandum, written warning, and suspension. The supervisor should consult with their designated Human Resources Business Partner to determine the appropriate course of action.

### **Employees Not Scheduled to Work On-Site**

Employees not scheduled to work on-site are still expected to comply with the Working Well program, including completing the Working Well Daily Symptom Check. If an employee is telecommuting and demonstrates a pattern of non-compliance with the Working Well program, such as consistently failing to complete the Working Well Daily Symptom Check, the supervisor should discuss the issue with the employee. If the employee continues to demonstrate a pattern of non-compliance with the Working Well program after the issue has been discussed with the employee, the supervisor should consult with their designated Human Resources Business Partner to determine the appropriate course of action.

### **D. References**

Personnel Policies for Staff Members

- **Policy 62**, Corrective Action
- **Policy 70**, Complaint Resolution

Personnel Procedures for UCI Staff Members

- **Procedure 62**, Corrective Action