

# Remote Work During COVID-19: Human Resource and Technology Considerations

## Moderator

Sara Curtis, MBA, SPHR, CAE, Director of Human Resources, American Society of Anesthesiologists

## Presenters

Rick Bawcum, CEO, CIMATRI

Larry Covert, Senior Director, Information Technology, ASAE

Sara Curtis, MBA, SPHR, CAE, Director of Human Resources, American Society of Anesthesiologists

Todd Tolbert, MBA, CAE, Chief Digital Strategy Officer, ASIS International

# Key Issues – Behind the Scenes



## Deploy

- Phones
- Workstations
- Applications
- Specialized Devices



## Connect

- Bandwidth
  - HQ
  - Remote
- Collaboration Apps



## Coordinate

- Records Retention
- Backups
- Security
- Compliance



## Support

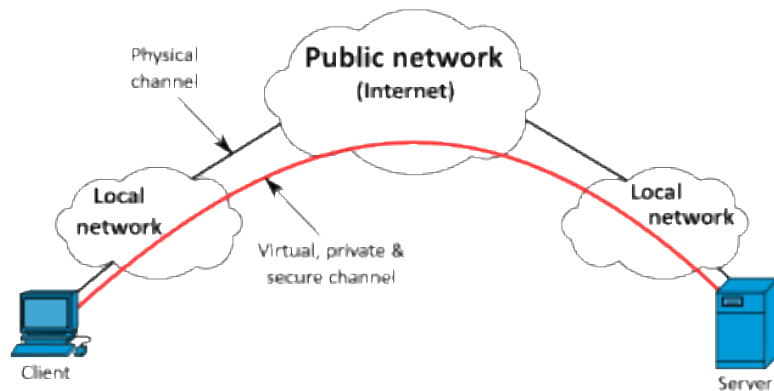
- Help Desk
- Training
- Policy & Procedures
- PLAN FOR THE NEXT EVENT



# Key Issues – Security



Which Cloud is Your Data in?



Data should be secure in Transit as well



2 Factor Authentication is your friend!



Take what you need, leave secure what you don't

# Key Issues – User Experience



## Connectivity

What's required? Does your staff know?



## Communications

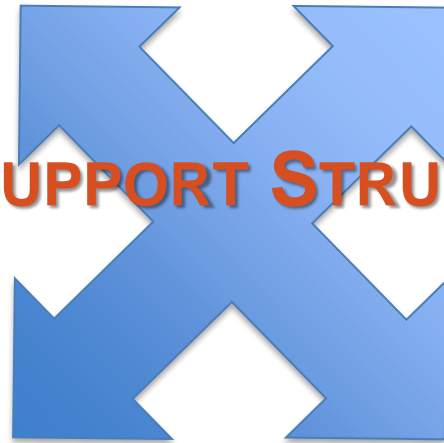
Are you enabled by the cloud, or more traditional?



## Collaboration

Real Time Video, Meetings, & Documents

## IT SUPPORT STRUCTURES



## Continuity

Can you support on-prem and legacy applications?

# HR – Policy and Procedure



## People

Virtual office hours

Childcare concerns

Pay and time off

Frequency of communications

## Work

Facilities management

Delegation of authority

Realignment of work or stop doing

Process Documentation/SOPs

Backburner projects or strategic planning!

## Supplies

Record retention

Office supplies and equipment

Reimbursement

# HR - Legal



## Families First Response Act

- Effective April 2<sup>nd</sup>, expires December 31, 2020
- Applies to employers with fewer than 500 employees; employers of 50 employees or less can claim hardship and not provide
- Employers larger than 500 employees are not mandated to participate
- Employer Notice to be created and must be posted within 7 days



# HR – Legal: Employer Provided Pay



## Emergency Paid Sick Leave

- Can not require employee to use other paid leave before use of emergency paid sick leave
- Employee who is under or advised to quarantine and/or is experiencing symptoms, seeking medical care related to COVID
- To care for sick family member related to COVID
- To care for child whose school or daycare is closed due to COVID
- 80 hours of paid sick leave
- Leave for employee is at full pay, \$511/day cap; \$5,110 total
- Leave to care for a family member is at 2/3 pay, \$200/day cap; \$2,000 total

# HR – Legal: Job Protection



## Emergency Family & Medical Leave

- Expands Federal FMLA to include care for child whose school or daycare is closed due to COVID up to 12 weeks
- Use regular Federal FMLA for employee who is sick or caring for a family member who is sick related to COVID
- Minimum 30 days of employment for COVID related leave, not Federal FMLA of 1 year
- First 10 days is unpaid (use of above emergency paid sick leave is ok); remaining leave at 2/3 pay up to \$200/day cap; \$10,000 total
- Must be restored to prior or equivalent position; unless under 25 employees and position no longer exists, must reinstate within 1 year if equivalent position becomes open



# HR – Legal Continued



## Employer Tax Credits

- Refundable tax credits for the employer; 6.2% social security payroll taxes
- Employers must include the amount of credits in their gross income
- Employers can elect to not take the credit for a given quarter



# HR – Staying Connected and Maintaining Culture



# HR – Employee Health and Wellbeing



## HR – Other Considerations

Have office deep  
cleaned during this time

Pause recruitment, reprioritize  
openings and/or cancel internships

Future staff gatherings  
and event cancellations

Professional Development  
and Networking





# Thank you for participating!

If you have any suggestions for additional COVID –  
19 webcast topics, please email them to Karen  
Bernstein, ASAE senior learning manager at:  
[kbernstein@asaecenter.org](mailto:kbernstein@asaecenter.org)

 **asae**® learning

visit ►  
[asaecenter.org](http://asaecenter.org)

association  
career **HQ**  
by  **asae**®