

## Office of the President

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**From:** Office of the President  
**Sent:** Friday, May 29, 2020 12:46 PM  
**To:** faculty@etsu.edu; staff@etsu.edu  
**Subject:** Employee Appreciation and Remote Work Reminder



**East Tennessee State University**  
**Office of the President**

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In response to the evolving COVID-19 outbreak, we announced earlier this semester that ETSU employees would continue to work remotely through the end of May. As conditions associated with the outbreak have improved in recent weeks, I am pleased to announce that beginning next week laboratory research operations will return to campus as outlined in Monday's Weekly Update email. Additionally, our facilities and grounds staff are also transitioning back to campus. At this time and unless otherwise directed, other members of the ETSU community should continue to work remotely. Upon my receipt of recommendations from our Future Operations Workgroup, I will provide an update regarding the process and timeline for the remainder of our employees to return to campus. I anticipate that as the summer unfolds the majority of our faculty and staff will return to campus so that we can be prepared for the return of our students in the fall.

Years from now when we reflect upon the COVID-19 pandemic and the extraordinary circumstances our campus and nation have faced, we will be reminded of the countless ways the faculty and staff of East Tennessee State University quickly stepped forward in the face of extraordinary circumstances to assist our students, respond as needed, and carry forward our institutional mission. I am deeply grateful for your efforts, patience, and commitment to our students.

To express our appreciation for all you that have done over the past few months to respond to the unprecedented circumstances arising from the COVID-19 outbreak, I am pleased to announce that all employees who have a 12-month contract will receive an additional Administrative Leave Day above and beyond your existing annual leave balance. I hope you will take advantage of this opportunity and spend your day off doing things you enjoy with your friends, family, and loved ones. This day must be used between June 1 - August 15, 2020. For more details, visit the HR website at [www.etsu.edu/hr](http://www.etsu.edu/hr).

I want to sincerely thank our Staff Senate for supporting this Administrative Leave Day in lieu of our annual staff picnic. Please know that we still plan to honor our staff award recipients later this year, and details regarding this celebration will be shared later this summer.

As an update/reminder, those employees who are enrolled in one of the State of Tennessee's sponsored health insurance plans will notice that your May 2020 paycheck does not include the usual health premium deduction. This Insurance Premium Holiday was approved by the state and applies only to health insurance. This one-time adjustment in your monthly base compensation is another way that we as a university say thank you for all that you do to serve our students.

On behalf of our Board of Trustees, I thank you for all that you do for our students and for ETSU, our community, and the region.

Godspeed and Go Bucs,

Brian Noland  
President