

As we work through these complicated times and revise operations to minimize the risk to ourselves, our Rowan community and the community at large, we are required to make difficult decisions. We apologize that we have not yet notified many part-time or student employees regarding their employment status.

We do not take decisions related to scheduling and employment lightly because we realize the impact that it may have of each of you. We are working diligently to finalize the list of part-time and student employees that will be scheduled over the next few weeks. This is a fluid situation and it will continue to change as we work through how we deliver classes online and how we complete critical work remotely.

At this time, due to the reduction in services, applicable state action and uncertainty of future funding, we are suspending the employment of non-essential part-time and student employees. Non-essential is solely a designation as to whether your work is critical to the short-term revised operations and/or can be done remotely. Every employee is essential to the mission and vision of Rowan in the long term.

If you are not contacted by your supervisor, you are not to report to work (or continue to work remotely) after Monday, March 31st. You may submit hours, if accrued, for NJ Earned Sick Leave. You may report only the hours you would have been scheduled and only up to the forty-hour annual maximum.

We appreciate your efforts and we will review your schedule whenever possible. Below is a valuable information related to the expanded opportunities for New Jersey Unemployment. We look forward to returning our part-time workforce as soon as possible.

Please stay safe and reach out to us for any questions at hr@rowan.edu or payrollservices@rowan.edu.

The Rowan Guide for Unemployment for Part-Time Employees: Steps to Receiving Unemployment Benefits

Rowan regrets that work is not available for everyone during this pandemic. We realize that this may present a financial difficulty and we want to make certain that you have the necessary information to secure unemployment, if eligible, during these difficult times.

Employees needing to file for unemployment insurance or other benefits are urged to apply online at [MyUnemployment.nj.gov](https://myunemployment.nj.gov), or [MyLeaveBenefits.nj.gov](https://myleavebenefits.nj.gov). Filing online has been simplified, and will ensure claims can be processed in the fastest way possible. Onsite appointments are not available at this time.

Unemployment eligibility varies so we encourage you to visit nj.gov/labor to determine whether you are eligible to apply for unemployment, temporary disability, family leave, or workers' compensation. An easy-to-read chart will help to explain your options during the COVID-19 pandemic.
<https://www.nj.gov/labor/assets/PDFs/COVID-19%20SCENARIOS.pdf>