

Dear Union County College Community,

For those who celebrate, I wish you a Happy Passover and Easter. I know my holiday was a bit different this year, and I'm sure yours was as well. As we enter another week of remote work and learning, I hope you are all staying safe and healthy. I will note new information in **RED** below.

Cases

I will no longer report positive COVID-19 cases within the College community. Because we have been remote since March 18, we are well beyond the 14 day timeframe for symptoms to appear after exposure.

Employees still need to follow established call-out procedures with their supervisors if they are unable to work.

The state of New Jersey has a comprehensive site with [COVID-19 information](#), including a [data dashboard](#) of cases broken down by county.

Flexible Work Schedule

Starting today, April 13, the College has adopted a flexible work schedule for employees. The College's standard business hours will be Monday through Thursday from 8am-5:15pm. Both the ALC and Distance Education will be available Monday – Saturday. The IT Help Desk is available 24/7. The main number to the College, 908-709-7000, is answered Monday – Friday, as noted below.

Pass/No Pass and Academic Policy Updates

As a reminder, the College adopted a pass/no pass policy and changed the withdrawal and incomplete dates for this semester.

Please visit Owl's Nest or check your Owl email to see the letter from April 6.

We encourage you to stay in your classes, communicate with your instructors, and try to complete your courses.

Student Needs

If you have any basic needs issues: internet, food, or anything else, please contact our social worker LeeAnn Trott at leeann.trott@ucc.edu or 908-591-8408.

If you require any other assistance, please call 908-709-7000. This line is being monitored by staff Monday through Friday from 8am-5:15pm. If your call is not answered, please leave a brief voicemail with your name and phone number and your call will be returned.

Employees

We are here to help. If you or your family is having difficulty, please contact Karlene Rambaran in HR at 908-709-7144.

Please be well and take care of yourselves.

Sincerely,

Dr. Margaret M. McMenamin

President