

## University-Sponsored (Employee) Travel Policy

### **Purpose:**

Franklin Pierce University's foremost priority remains the safety and well-being of our students, faculty, staff, alumni, and communities. The purpose of this policy is to outline the restrictions and approval process for University business-related travel for faculty and staff. This policy is subject to change as health and safety guidance is updated.

### **Restrictions for business-related Travel:**

Employees who are based in NH locations (Rindge, Manchester, Lebanon) are permitted to travel within the New England States (Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island). However, all overnight stays included those within the New England borders will require pre-approval from the supervisor and appropriate Vice President/President.

Employees who are based in Goodyear, AZ are permitted to travel within the State of Arizona. However, all overnight stays included those within the Arizona boarder will require pre-approval from your supervisor and appropriate Vice President/President.

Travel beyond the designated boarders by location will require pre-approval from your supervisor and appropriate Vice President/President. This includes, but is not limited to travel by plane, train, or personal vehicle. Requests for travel reimbursement will not be processed without documentation of pre-approval. The appropriate Vice President/President must approve travel reimbursements.

Employees who are approved for travel beyond the designated boarders by location will be required to self-quarantine for 14 days upon return. Supervisors should ensure that a remote work plan is in place for the self-quarantine period. Employees without a remote work plan may use PTO for the 14-day self-quarantine period or take unpaid leave. Employees in self-quarantine will be required to complete the University health screening questionnaire each day in quarantine.

### **Approval Process:**

Employees must notify their supervisor in writing of intended, business-related travel beyond the designated boarders by location. ([Travel request form](#)) Notification must include the reason for intended travel and itinerary. The supervisor and employee will develop a remote work plan for the 14-day self-quarantine period upon return. If there is not remote work plan for the quarantine period the employee may opt to take PTO or unpaid leave.

The supervisor will submit the plan to the appropriate Vice President/President for approval. The Vice President/President will provide approval/denial in writing.

### **Expectations of Employees:**

When conducting University business (either on or off site), employees are expected to follow Franklin Pierce University's health and safety protocols.

- Employees are required to wear facemasks at all times unless they are alone in a private room (e.g., office; hotel room) or vehicle. Employees are permitted to remove their facemasks to eat while seated.
- In advance of business-related travel, employees should ensure that the location and organizer

will offer the appropriate 6-foot social distancing.

- Employees will be responsible for tracking where they have been while traveling to and from business-related off-site meetings.
- Employees are responsible for familiarizing themselves with and abiding by any additional health and safety mandates or guidelines required by the location they are visiting for University business-related travel. This includes quarantine restrictions for other states.

#### **Personal Travel:**

Per the guidelines in the [NH COVID-19 General Travel and Quarantine Guidance](#) effective July 14, 2020.

- New Hampshire residents traveling to/from areas outside of New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) need to self-quarantine for the first 14 days of any intended stay in New Hampshire after travel (starting from the last day of their travel outside New England).

As per the Franklin Pierce University Paid Time-Off (PTO) Policy, “[t]aking PTO time must be with prior approval of the employee’s supervisor.” Employees choosing to travel outside New England for PTO will be required to self-quarantine for 14 days upon return. This includes weekend travel that may not require PTO. The supervisor and employee should develop a remote work plan for the 14-day self-quarantine period prior to PTO approval. If there is not remote work plan for the quarantine period the employee may opt to take additional PTO or unpaid leave. Employees in self-quarantine will be required to complete the University health screening questionnaire each day in quarantine.

#### **Limitations and Exceptions:**

This policy is subject to review on a regular basis, and will be updated as circumstances related to the health and safety of the Franklin Pierce community changes.

Employees with questions or concerns about this policy are invited to contact Human Resources with the assurance that their communication will be treated confidentially.

Requests for exceptions to this policy should be directed to your supervisor and HR. Requests will be reviewed on a case-to-case basis. Exceptions must be approved by the appropriate Vice President / President.