ETSU Centralized Staff Pool

Purpose
To provide departments with additional resources during these extraordinary circumstances for completing work, and to help ensure all regular ETSU employees have the opportunity to contribute to the success of the university. Employees may be utilized for tasks such as writing thank you letters to donors, calling students, assembling face shields, scanning paperwork, etc. The work may be done from the employee’s home or may require the employee to be on campus. On campus work should be accomplished while following appropriate protocol for social distancing.

People
All supervisors were asked to provide HR with the current status of their employees. HR has created a spreadsheet with employees who are available for work in the centralized staff pool.

Process
Departments can request staff resources from the Office of Human Resources. HR will work to match departmental needs with staff skills. No staff will be asked to perform work that is substantially outside their skill level, however staff may be asked to perform work that is different from their normal duties. Departments should consider utilizing the centralized staff pool before engaging temporary employees to work.

Duration
This process will remain in effect until the university returns to normal business operations and all regular staff are engaged to work.

Process for Requesting Assistance from the Centralized Staff Pool
Send an email to hr@etsu.edu with the following information:
- Name of person requesting staff
- Department
- Number of staff needed
- Short description of work to be performed
- Duration of expected need
- Technology required
- Will the work be done at home or on campus?