

## **FAQs – Job Corps Program Instruction Notice 20-18, Amended Unauthorized Absence Flexibility During Virtual Operating Status for COVID-19**

### **Q. How far back should UAs be deleted in the Center Information System (CIS)?**

**A:** Centers must clear UA days calculated under the prior method (PIN 20-05), dating back to the start of each student’s distance learning phase, whether at the time when distance learning began and spring break ended or later when the student began distance learning. Please note, UA days can only be cleared for active students in distance learning for the duration that they are active and in distance learning at the center.

### **Q. Will JCDC clear the UA days from CIS? If not and centers must clear the days, how is it done?**

**A.** No. Clearing days from CIS is the center’s responsibility. For active students, centers must clear the Morning Attendance Check (MAC) status for the respective UA days and place the student in the appropriate status, either Present for Duty Off Center (PDOF) status or Present For Duty On Center (PDOC). Of note, this action will instruct CIS to pay the student for the reversed UA days.

### **Q. Do we assess students’ UA days from the previous Monday?**

**A.** Yes. PIN 20-18 states that centers must assess participation for each student on Monday of the following week and make appropriate entries in CIS for the preceding week Monday through Sunday.

### **Q. Once the student is in UA status, how are they removed from UA status?**

**A.** UA days are based on the number of hours missed, per the chart in PIN 20-18, for the previous week Monday through Sunday. Each week is a fresh week and UA days for the next week start afresh and assessment of students present for duty or UA days begins again the following week. Students can be removed from a UA status by using the “Clear MAC” screen under the Accountability module in CIS.

### **Q. If the students are evaluated the following Monday for the previous week, what happens if a student does not participate for 3 consecutive weeks? Are Saturday and Sundays considered training days?**

**A.** Per the PIN, separation will occur on the following Monday after the accrual of 13 UA days in accordance with PIN 20-18 and PRH Exhibit 6-1. Weekends would not be counted as long as

they are set up as non-training days in CIS. Please see the PIN chart that shows the previous weeks' cumulative number of hours missed and the equivalent number of UA days.

**Q. Since UA accountability is weekly for distance learning students, does this also apply for students in quarantine where distance learning is the only means of engagement, but students are also signing MAC sheets daily?**

A. Yes, UA distance learning accountability applies to students in quarantine where distance learning is the only means of engagement. However, for students on center, it is recommended that each student's status be recorded as soon as it is known.

**Q. Since clearing MAC will put the student in a paid status, will students be paid for days when they did not participate on that day?**

A. Yes, since the student's accountability/status is now based on a student's participation in distance learning over the course of a week, rather than on a daily basis, centers must clear all the UA days in CIS based on the prior method of calculating UA (PIN 20-05) during distance learning. The student will need to be moved to a PDOF center status if the student participated in distance learning for that period.

**Q. For students who were in distance learning, but are now on center, are their UA days cleared as well while on center?**

A. UA days calculated are cleared for all students for the period that they are engaged in distance learning, whether on center or off center.

**Q. If a Student accumulates a total of 2 UA days in a week while participating in distance learning, which days of that week should be counted as UA in CIS?**

A. If the two UA days were calculated based on the student's hourly participation in distance learning, the two UA days closest to when the student was in unauthorized absence would be used to record the UA status for the student.

Example 1 – If the student did not participate in distance learning on Monday and Tuesday of the week, but was able to make up the required number of distance learning hours during the Wednesday, Thursday and Friday of the week, no UA days need to be recorded for the student.

Example 2- If the student did not participate in distance learning on Monday and Tuesday of the week, but was able to make up some of the distance learning hours during Wednesday, Thursday and Friday of the week, the UA days could be recorded on Monday and/or Tuesday based on the UA days – Distance Learning hours chart

Example 3- If the student participated in distance learning for just a couple of hours each day of the week but was not able to complete the required number of distance learning hours, any of the weekdays could be used to record the UA days for the student, and the number of UAs depends on the number of hours the student is missing for the required number of distance learning hours.

**Q: If a Student has enough UA days for an entire week, do they remain in UA status throughout the weekend?**

**A:** Yes. However, since the maximum number of UA days is 5 days per week, only the weekdays would count as “non-consecutive” UA for purposes of separation.

Weekends are generally set up as non-training days for the student. If the student did not participate in distance learning hours during the Monday to Friday of the week, the weekend would also be considered UA and would need to be recorded as UA if the student did not participate in any distance learning hours during the week. Since the weekend is set up as non-training days, this will not count towards the UA limit.

This would be used to calculate the number of paid days for the student’s payroll.

**Q. Centers must document attempts to contact students about UA Days. Since the center is not aware of the UA Days until the following week, is one contact attempt adequate, or should an attempt be made to contact the student for every day that the student is in a UA status?**

**A.** Per PIN 20-18, UA status is not tracked per day, but by cumulative hours beginning on Monday and ending on Sunday evenings. Given that the centers will not know which days will be UA status until the following week, there is no expectation that the centers would have contacted the students on those particular days. However, the PIN emphasizes that centers still have an obligation to maintain contact with students, beyond documenting participation in distance learning for UA purposes, to determine the general welfare and identify any need for additional center services and support.

**Q. Would tracking a student’s UA accountability the following Monday cause issues with the student’s payroll, especially if the student’s UA status changes after the student’s payroll has been processed?**

**A.** Payroll will be processed accurately based on the updated UA days and other student statuses for both Active and Separated students.

As an example, the 4/9 pay cycle would be for the pay period 3/27 – 4/9 with Payroll being processed on 4/9, and the centers only try to reconcile the prior week/pay period on the following Monday - 4/12. In this case if the center has not recorded the UA status of the student accurately

for the above pay cycle, this would be corrected in the next pay cycle once the student's UA days have been corrected.

In the case of separated students, their payroll is not processed immediately on the day they are separated. As long as the center corrects the student's UA status the following Monday, the student's termination payroll would still be processed accurately.

We would recommend that centers reconcile the student's status as soon as they have that information.

**Q. If we are to put students in PDOF for the removed UA days, are we to enter and update the supporting information for PDOF (Present for Duty Off Center)?**

A. Yes, centers would need to enter the PDOF leave for any PDOF (Present for Duty Off Center) days that replace the UA days.

**Q. Is Exhibit 2-1, minor infraction category still applicable for students who do not meet participation requirements?**

A. Yes, Exhibit 2-1 categories still function in the same manner, but student separations for UA while in distance learning must be conducted in accordance with PIN 20-18.

**Q. If a student goes into UA status, do centers automatically place students in PDOF the next day until the following week?**

A. The student's status is evaluated on a weekly basis, but each day needs to be recorded as Present for Duty on center, Present for Duty Off Center, leave or in a UA status, depending on the cumulative hours spent during that week engaged in distance learning. A student would not be automatically placed in a PDOF status if in UA status the previous day; the student would need to be recorded as UA status depending on the number of distance learning hours for the student.

**Q. When a center clears a student's UA status, but students are not actually on center, the student status becomes PDOC, which is not true. Is this an accountability issue?**

A. The center would need to clear the UA day and put the student in a PDOF if the student was in a distance learning status during that period off center and only PDOC if the student was physically present at the center.

**Q. Are UA days cleared for all students, including those students on center, or does the notice apply only to students participating in Distance Learning? When students are brought back to center they are in quarantine and are still participating in Distance Learning so should those students' status still be changed to PDOC as well?**

**A:** PIN 20-18 instructs centers to clear UA days for all students participating in distance learning, which means students participating in distance learning in both PDOC status and PDOF status.

**Q. If UA is cleared, will students be reimbursed for their pay for that duration?**

**A.** Yes, the student will be paid for any UA days cleared and reverted to a paid status.