SINCLAIR COLLEGE

**PANDEMIC ILLNESS RESPONSE**

**COVID-19 Update to   
Sinclair Employees #5**

**Commencement Cancellation and Adjustments   
in Employee Pay and Leave to Ensure Continuity  
Tuesday, March 17, 2020**

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Dear Colleagues,

It is with great sadness that I confirm what you already undoubtedly anticipated, which is the cancellation of the May 3, 2020, Sinclair Commencement Ceremony that was expected to take place at UD Arena.  With typical attendance of 5,000 to 6,000 graduates and guests in “The Big Room,” clearly, this is not possible during these extraordinary times.  In the coming days, we will be looking for ways to celebrate the graduates’ accomplishments with packages that will be sent to them individually.

Secondly, in recognition of the critical role that all of our employees play in enabling Sinclair to continue to serve the community during these difficult times, we are implementing new measures related to continuity of pay and leave.  Under these extraordinary circumstances, Sinclair is committed to ensuring all of our employees – part-time as well as full-time – are supported and maintained regardless of the employee’s leave benefits circumstances related to the pandemic.  [Instructions for continuity of pay and leave and accounting for time](https://www.sinclair.edu/www/assets/File/COVID-19/Pandemic_Illness_Response-Pay_and_Leave_Adjustments_for_Continuity_V6.pdf) have been developed.  Please know that we will continue to monitor this situation as it unfolds.

I can’t emphasize enough how important you all are to the health and vitality of Sinclair, as well as to our community.  To that end, a Redeployment Task Force has been created, led by Jared Cutler.  Jared is gathering data on the number of employees who will have additional capacity due to work changes, as well as those areas of the college that will need additional support, such as the eLearn efforts.  I am asking supervisors to consider these kinds of shifts when looking at work assignments for your employees, especially if you have some positions that could help with other efforts.  Jared’s group is looking not only at where the College needs more support, but also at where our community could use Sinclair’s help, such as with food distribution or outreach to elders.

Thank you for your perseverance as we work through these strange times. It is so weird!  And thank you for your patience with us as we make adjustments to enable Sinclair to continue to serve our community.

Steve

**Steven L. Johnson, Ph.D.**   
President and CEO  
Sinclair College   
937.512.2525   
[president.johnson@sinclair.edu](mailto:president.johnson@sinclair.edu)