



COVID-19 Interim Telecommuting Policy

It is the policy of the College to maintain a safe and healthy workplace, including minimizing the transmission of contagious diseases, including COVID-19. To protect our workforce and ensure business continuity during the COVID-19 pandemic, the College is implementing a temporary telecommuting arrangement for certain employees, as outlined herein.

THE COLLEGE RESERVES THE RIGHT TO REVOKE ANY TELECOMMUTING ARRANGEMENT AT ANY TIME, OR TO OTHERWISE MODIFY THIS POLICY OR ANY PARTICULAR EMPLOYEE'S ABILITY TO TELECOMMUTE IN THE COLLEGE'S SOLE DISCRETION.

Telecommuting or "telework" entails working some portion of the week away from the conventional workplace—typically from home—and communicating via computer-based technology. Telecommuting may be appropriate for some employees and jobs, but not for others. Whether and to what extent telecommuting is appropriate for a given employee or job is determined in the College's sole discretion. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with the College.

Compensation and Work Hours

An employee's compensation, benefits, work status and work responsibilities will not change due to telecommuting. The amount of time an employee is expected to work per day or pay period will not change as a result of telecommuting. If an employee is unsure of what hours he or she is expected to work while telecommuting, they should consult with their supervisor.

Telecommuting employees who are not exempt from overtime are required to accurately record all hours worked on a weekly basis. Hours worked outside of or in excess of those scheduled per day and per workweek (including time spent reading and/or responding to emails or other communications, or making or taking telephone calls) require the advance approval of management.

Equipment/Tools

Upon request, the College may provide specific equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies when provided by the College for use at the remote work location is limited to authorized persons and for purposes relating to College

business.

Employees are responsible for maintaining a secure, reliable internet connection and telephone service.

Security

Telecommuting employees must designate an appropriate remote workspace and must maintain this workspace in a safe condition, free from hazards. Consistent with the College's expectations of information security for employees working on campus, telecommuting employees will be expected to take appropriate measures to ensure the protection of confidential College information and student records accessible from their remote work space, and comply with all applicable State and Federal laws and regulations (i.e. FERPA).

Office Supplies

Office supplies will be provided by the College as needed. Requests for supplies should be made to the supervisor. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior written approval of the employee's supervisor.

Communication

Employees must be available by phone and email during the College's core business hours or during their scheduled shifts (if other than the College's core business hours), unless an accommodation or time off is approved, in advance, by the employee's supervisor. Employees must provide their manager with a cell phone/best contact number. Employees will need to communicate with their manager regularly, within normal/scheduled working hours, to make sure all expectations are being met. If calls from the employee's College phone are forwarded, those calls should be forwarded to an appropriate phone number for conducting business. If a personal cell phone will be used, employees should consider modifying voicemail greetings to be appropriate for receiving business calls.

Telecommuting employees remain obligated to comply with all College policies and collective bargaining agreements.

TELECOMMUTING GUIDELINES

General Guidelines and Expectations

Employees must comply with College rules, policies, practices, and instructions, including appropriate use of College equipment and materials. Interim telecommuting does not change the basic terms and conditions of employment with the College. All State and Federal laws and regulations such as FERPA continue to apply. Telecommuting assignments do not change an employee's classification, compensation, or benefits. The applicable leave and accrual provisions shall continue to be applicable to all benefited staff and faculty, regardless of telecommuting privileges.

Establishing A Telecommuting Work Plan

Overall, remote working/telecommuting should be considered in the context of whether or not the work can be performed off-site and serve as a mechanism to limit those who are needed on-site. When establishing a telecommuting work plan, supervisors are responsible for ensuring that their departments continue to perform core/critical functions to maintain operations. This may require having some combination of a limited number of employees working on campus combined with employees who are working remotely on either full or partial days.

As part of establishing the work plan, the supervisor and employee should identify necessary equipment, including IT equipment (e.g. computers, etc.), as well as necessary IT access, (e.g. Banner). Supervisors should regularly communicate with their staff to keep them apprised of duties and responsibilities, and to monitor and provide feedback regarding performance.

Expectations for All Employees Telecommuting

Telecommuting employees are responsible for fulfilling the expectations regarding the scope of their telecommuting duties and responsibilities, including:

- Hours of work (breaks, overtime, and other wage and hour requirements that still apply based on the applicable collective bargaining agreement and the employee handbook).
- Hours of availability to communicate regarding College business during scheduled work hours; unless otherwise approved. This may include regularly scheduled times to communicate with the employee's supervisor.
- Communication of work assignments and related needs, including reporting absences due to injury, illness, or caring for a family members consistent with applicable practices.
- Completing and submitting weekly timesheets/attendance sheets.
- Protecting College information by following the College's normal practices governing information security (e.g., acceptable use policy), software licensing, and data

protection; ensuring that unauthorized individuals do not access College and/or personal data, either in print or electronically; and not accessing restricted-level information in print or electronically unless protected by policy-compliant encryption and/or physical controls.