COVID-19 Interim Telecommuting Guidance

In response to the current Coronavirus Disease 2019 (COVID-19) situation, the College is designating certain employees who can work remotely to do so on a full and/or part-time basis in a manner that maintains campus operations.

This Telecommuting Guide is to be used only during this public health response, as defined and communicated by the College.

Note that some employees designated essential pursuant to the AFSCME contract may be assigned to telecommute in order to perform their essential duties. These guidelines shall be applicable to these situations as well as employees who are not essential, but may be assigned to work remotely during this time while the College is otherwise open to conduct business with a limited on-campus presence and/or remote basis.

General Guidelines and Expectations

Employees must comply with College rules, policies, practices, and instructions, including appropriate use of College equipment and materials. Interim telecommuting in extraordinary circumstances 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 a staff member's classification, compensation, or benefits. The applicable leave and accrual provisions, as may be modified per discussions with applicable bargaining unit representatives, shall continue to be applicable to all benefited staff, regardless of telecommuting privileges.

All injuries incurred by staff during the performance of official duties and during working hours must be reported promptly, and applicable Workers' Compensation laws will apply. While telecommuting, employees are required to maintain a safe working environment.

Telecommuting privileges for staff during this limited time period are at the discretion of the College and shall be reassessed periodically and not later than 30 days from implementation. Telecommuting privileges can be canceled or revoked at any time and for any reason by the College. The College has the sole discretion to amend, modify or replace this Telecommuting Guide at any time and for any reason.

Establishing Telecommuting Work Plan

Supervisors will work with their employees to identify job duties that may be performed through a telecommuting work plan as appropriate. 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. VPN) including passwords.   Supervisors should regularly communicate with their staff to keep them apprised of duties and responsibilities.

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 (rest/meal breaks, overtime, and other wage and hour requirements that still apply based on contract or handbook).
- Hours of availability to communicate regarding College business regular work hours unless otherwise approved, this may include regularly scheduled times to communicate with supervisor.
- Communication of work assignments and personal needs, including reporting absences due to injury, illness, or caring for a family members consistent with applicable practices
- Completing and submitting weekly timesheets per normal practice' with TEL in place of REG for the hours that the employee is telecommuting. Absences should be appropriately reported (sick, vacation, personal).
- Protecting College information by following the College's normal practices governing information security (e.g., remote access 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 approved by the supervisor and protected by policy-compliant encryption and/or physical controls.

Expectations for Supervisors

Supervisors should communicate specific expectations to employees based on each person's circumstances. Supervisors should remain in regular communication with their staff to address tasks, projects and ongoing needs of the department. If an employee requires an accommodation, the supervisor will direct them to HR.