

## **IVCCD Telework (Work from Home) Guidance and Expectations**

### **for Non-Faculty: Related to Novel Coronavirus (COVID-19)**

**Issued March 18, 5:00 p.m.**

This communication is intended for our regular non-instructional full- and part-time benefit eligible staff. This telework plan is only in effect during the COVID-19 emergency. Faculty, adjuncts, and continuing education instructors will follow previously issued guidance and correspondence. Student workers and other hourly timesheet employees will be notified by their supervisors if we have critical functions that can be delivered via teleworking.

This rapidly changing health scenario requires continuous evaluation and monitoring. **Please note that any information contained in this communication may change in the future based on updates from local, state and national experts who are working to mitigate the spread of the virus.**

Due to the current COVID-19 (coronavirus) outbreak, we have received inquiries about the ability to work from home. Telework is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from remote locations, IVCCD recognizes that telework arrangements may provide a mutually beneficial option for both IVCCD and its staff.

At this time, IVCCD offices and facilities remain open to serve registered students and District vendors with prior established business only. The campuses are not open for the general public. All employees are expected to report to work on Thursday and Friday, March 19 and 20 or request leave in Paycor. After today, non-faculty employees cannot begin teleworking until they have approval from their supervisor and unit head. Non-faculty employees are expected to work on campus until telework approval is processed and appropriate access is completed. Employees who already have access to network drives, system software, IVCCD email and a home/mobile phone number that the employee has shared with their supervisor may begin teleworking immediately upon approval. Employees can also choose to use leave and not report to work (see previous guidance). Leave may be used if an employee's telework request is declined.

For teleworking approval, employees who believe their work can be performed at home/remote should email their supervisor to initiate a telework request by 10:00 a.m. on Friday, March 20. Requests received by this time will be expedited and approved or declined based on the nature of the work and campus requirements by Sunday night at 10:00 p.m. Requests received after 10:00 a.m. on Friday, March 20, will be addressed as quickly as possible, but until an employee receives confirmation of the request approval the employee should report to campus. Employees required to be on campus on March 18 will continue to be required on campus until notified otherwise by their direct supervisor.

Telework working arrangements will be screened by the supervisor and forwarded to the unit head for approval. It should be noted that not all work can be conducted remotely. There are some positions at IVCCD that require the employee to be physically present in the workplace.

If a telework request is denied, the leave policies remain an option. Those employees are expected to report to work as scheduled or use leave unless otherwise notified by their supervisor.

It is critical that supervisors work closely with their employees and IT to carefully assess an employee's work responsibilities, expectations, work performance and other business considerations as necessary in order to determine if telework is an option and would be successful. All telework must be approved by the employee's direct supervisor and the unit head before the employee initiates remote work. Telework is not a districtwide benefit and does not change the terms or conditions of employment at IVCCD.

Telework arrangements are expected to be short term and only in this emergency situation. IVCCD will continue to monitor guidance from the CDC and IDPH, and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and IVCCD may require employees to return to regular, on-campus work at any time.

### **Types of Arrangements**

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same scheduled hours, duties, assignments, and other work obligations at their home office as they do when working on-site and they must be available by phone. All normally scheduled meal breaks will be allowed, where applicable. Teleworking employees will be required to provide a phone number that can be shared with colleagues (not shared with students), and the employee needs to be available for calls from 8:00 a.m.-4:30 p.m. with the exception of meals unless a different work schedule has been approved through the telework agreement process.
- Employees must be available to participate in scheduled Zoom meetings, conference calls, and other required office activities while working from their remote location.
- Employees must have a suitable workspace that is conducive to allowing for quality work.

### **Supervisor Considerations**

- Employees whose work can be done remotely, without having the need to be on campus to perform the essential functions of their job, and the employee has a record of satisfactory performance
- Employees who have IVCCD-owned equipment (laptop/tablet) that enables them to work remotely. If the employee does not have a suitable device for remote work, a loaner laptop from the District's limited inventory may be provided as the District's inventory allows. Once IT's laptop inventory is exhausted, employees must either report to work or take leave.
- Employees who have internet access from their remote location, a mobile device hot spot, the ability to use two-factor authentication (impacted employees will receive information on this from IT), and have been approved for VPN access by both their direct supervisor and IT.
- In cases where VPN access is not needed to complete work, use of a personal computer is acceptable.

**The employee will complete the IVCCD Telework Agreement Form for the COVID-19 Emergency, providing the following information to the immediate supervisor for review and discussion. The completed form must include:**

- A work schedule that specifies telework work days, location and hours
- Acceptable methods of communication specific to remote work include, telephone, email, Teams chat, and Zoom

- The duration of this agreement will be defined by the COVID-19 response period. IVCCD reserves the right to recall an employee back to campus work or require the use of leave if the telework is not productive
- Responsibility for telework/remote work equipment (specify the IVCCD equipment in use)
- Relevant policies and compliance such as data security and confidentiality, intellectual property, equipment liability, and records retention

### **Employee Expectations**

- If telework is approved, employees working away from campus are expected to continue to satisfy the requirements of their position
- There may be circumstances requiring on-site attendance during this period
- Prioritize work to meet deadlines
- Meet performance expectations as they would if working on campus
- All IVCCD policies and procedures related to employee conduct, workplace injuries, time and absence, proper use of district equipment, etc. apply in the remote work environment
- If you have a dependent who requires active care, arrange for dependent care so that you can work uninterrupted during your scheduled work hours

### **Nonexempt Employees and Fair Labor Standards Act Compliance**

Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) may be considered for remote work if the work is not required to be performed on campus. If approved for remote work, nonexempt employees continue to be required to report all hours worked by checking in and out of Paycor and approving their electronic time sheets. Remote employees will be held to the same standard of compliance as campus-based employees. The agreed-upon work schedule shall comply with FLSA regulations. For non-exempt employees, hours in excess of the regular work schedule must be pre-approved by the supervisor. Failure to comply with this requirement can result in the immediate termination of the remote work agreement.

### **Other Requirements/Restrictions**

IVCCD has the right to cancel or suspend employee telework/remote work privileges at any time, for any reason or for no reason.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Telework employees are responsible for notifying IVCCD of such injuries as soon as possible. The employee is responsible for injuries sustained by visitors to their home office/work area.

Consistent with IVCCD's expectations of information security for employees on-site, telework work employees will be expected to ensure the protection of proprietary and confidential information. Steps include the use of locked file cabinets and desks, regular password maintenance and any other measures appropriate for the job and environment.