

**EMERGENCY
TELECOMMUTING POLICY
(Covid-19) RESPONSE
ACADEMIC YEAR 2020- 2021**

I. POLICY

Emergency telecommuting is a temporary arrangement whereby, during a crisis or emergency situation at the College, an employee is permitted or is asked to work from home or elsewhere off-site to provide for continuity of the College's operations.

Criteria used to determine telecommuting may vary based on the circumstances and the ultimate need to maintain business continuity. However, because telecommuting by aligned and/or overtime eligible employees may be impacted by the provisions of law, supervisors should first consult with the Human Resources Office.

II. DETERMINING ELIGIBILITY TO TELECOMMUTE

Positions that lend themselves to telecommuting are generally those that require independent work that can be performed autonomously. Situational telecommuting is applicable for both exempt and non-exempt employees with job responsibilities that do not require them to work on-campus. However, a nonexempt employee may telecommute with the understanding that the employee continues to be responsible for accurately recording daily work hours, start and stop times for meal periods and otherwise comply with College policies regarding employment and work hours such as rest breaks and overtime.

Offices and department heads, in consultation with the appropriate Vice President, should determine which employees are eligible for situational telecommuting arrangements. Considerations for determining which positions are eligible for telecommuting include:

- Whether the services an employee provides to the College can reasonably be provided when working off-site.
- Whether requests for immediate on-campus assistance can be addressed on days on which the employee is telecommuting.
- Whether an employee can carry out key duties without extensive face-to-face contact with supervisors, other employees, clients, or the public on campus.
- Whether an employee can perform key duties without access to equipment, materials, and files that can only be accessed on campus.
- The extent to which an employee can be effective and productive using technology, equipment, or other job aids to carry out their responsibilities from an off-campus location.
- The extent to which an employee working off-site will not affect the ability of other College departments or offices/units within a department to provide services, instruction and/or to conduct business.
- Whether an employee has emergency management responsibilities that require an on-campus presence; and
- The extent to which security issues require the key duties to be conducted on campus.

In general, an employee will not be eligible to work offsite if they are required to be on-campus to carry out their job responsibilities. Some offices may choose to have an on-campus presence to provide operational support. Employees in these offices who are permitted to telecommute may be

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called back to the office to help provide short term or rotational support at the manager's discretion and consistent with applicable current health and safety guidelines. Using these guidelines, the appropriate Vice President will designate each position in their organization as "Essential" or "Non-Essential" employees. "Non-Essential" employees are those in positions eligible for telecommuting to perform all or part of the job duties. "Essential" employees are required to perform their duties on-site.

III. GENERAL CONDITIONS OF EMPLOYMENT WHILE TELECOMMUTING

- a. **Compliance with Policies** – Employees must comply with College rules, policies, practices and instructions and understand that violation of such may result in the termination of the telecommuting arrangement and/or disciplinary action, up to and including dismissal. Employees who telecommute will be subject to the same policies as other employees, including policies relating to information security and data protection.
- b. **Hours of Work** – An employee's regular hours and days of work should be maintained. If the remote environment does not make this feasible for either work or personal reasons, supervisors should work with the employee to find an agreed upon solution. The employee is expected to perform duties and responsibilities of their position to the extent they can be completed remotely. If regular work is unavailable in a remote environment, the college may assign other duties to fulfill the employee's work hours. Authorized campus closures or early release programs and their terms apply to eligible employees who telecommute.
- c. **Operations** – For temporary operational suspension, the College intends to pay full time employees based on the regular work schedule even if their job responsibilities are curtailed (part time employee schedules may vary). However, this is subject to change at the college's discretion.
- d. **Time off Requests** – During situations when eligible employees are directed to work remotely; the College will not charge any employee vacation time or sick leave; employees continue to accrue such time during periods of working remotely. However, if employees do take vacation time or sick leave, such time will be deducted according to college guidelines and procedures.

Any employee who has a question regarding the use of sick or vacation time should contact their supervisor or Human Resources.

- e. **Salary and Benefits** – An employee's salary and benefits will not be affected by telecommuting. See "Hours of Work".
- f. **Work Environment** – Each employee, with assistance and support from the College, will do their best to identify an effective working environment.
- g. **Attendance at Meetings** – The employee is expected to participate in meetings

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(telephone or web-based conferences) and may be required to report for work-related events or to meet with the supervisor in an alternate location, if needed. Each department will do their best to schedule meetings to accommodate most staff where possible.

- h. **Performance Expectations** – Performance expectations and evaluations are neither changed nor waived because of a telecommuting arrangement. If you are having trouble maintaining performance due to the remote arrangement, discuss with your supervisor to arrive at an agreed upon solution. An employee’s job performance will be evaluated in accordance with College guidelines and procedures.
- i. **Use of Leave** – The employee is responsible for reporting absences and submitting requests for leave in accordance with department procedures and College policy. Telecommuting is not to be used in place of using vacation, personal holiday or sick leave to cover an absence. However, in consultation with Human Resources, a supervisor may choose to offer telecommuting arrangements as an opportunity to accommodate an employee’s partial or full return to work after a medical or disability leave based on College policy and the criteria normally applied to decisions regarding the approval of telecommuting and requests for reasonable accommodation due to pregnancy and/or disability.

We know that throughout our Pitzer community we are facing current challenges regarding home caregiving needs. We want to make sure we address those, so our Faculty and Staff feel supported in these challenging times. If an employee needs to modify their normal schedule, the employee shall work with their supervisor to discuss any change in working hours. A flexible work schedule allows our Staff and Faculty to work a modified work schedule, which accommodates special circumstances to better manage their personal and work life while ensuring that the needs of the College are satisfied. Flexible work schedules are temporary voluntary work alternatives that may be appropriate for some employees and some jobs. They will be considered on a case-by-case basis and will require approval from the Supervisor and Vice President.

GUIDELINES

Below are some things to take into consideration when considering a flexible work schedule.

- a. Schedules may vary such as start times, break times, and end times but does not intend to change the number of hours worked in a week.
- b. Non-exempt (hourly) employees must continue to take their required rest and meal periods and the employee’s normal number of working hours per day and week should remain the same. In cases where greater flexibility is required to manage personal and work life, non-exempt employees may request an alternative weekly arrangement of working hours (i.e. working some hours on Sat or Sun rather than 8 full hours during weekdays). For hourly employees, any hours worked over 8 hrs. in a day will result in overtime for that day.

Note: Pitzer week starts on Saturday and ends on Friday.

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c. Procedure:

1. The employee will initiate the request with their Supervisor and/or Vice President.
2. Both will discuss the details of the flexible arrangement and set specific mutual expectations.
3. Once schedule has been approved it should be revisited within a specific period of time to ensure the arrangement continues to be a viable work solution. If the schedule is not deemed viable for both employee and supervisor then further discussion for a revised solution should be sought.
4. Supervisor or Vice President will advise HR of the alternative work arrangement.

IV. EQUIPMENT AND SUPPLIES ASSOCIATED WITH TELECOMMUTING

The College will reimburse the employee for business expenses necessary for performing work assignments at the telecommuting location on a case by case basis provided advanced authorization has been obtained. Any authorization will be facilitated by the Area Vice President and will be made in accordance with College policies.

V. SECURITY OF INFORMATION

Employees working in an alternate work location and their supervisors must adhere to all applicable security procedures in order to ensure confidentiality and security of data. The employee will protect all confidential College documents from unauthorized access.

All products, documents and records that are used, developed, or revised while telecommuting remain the property of Pitzer College

VI. TIMEFRAME

The College can call back employees at any time to return to work. While telecommuting, employees are expected to remain within normal commuting distance and not otherwise be traveling unless expressly permitted by supervisor and/or divisional Vice President.