

COVID-19 Telecommuting Policy and Procedure

Objective

Telecommuting allows non-exempt employees to work at home or in a satellite location for all or part of their workweek during the COVID-19 pandemic. Telecommuting is not an entitlement, nor is it an organizational benefit, and it in no way changes the terms and conditions of employment with (name of employer).

Procedures

Any telecommuting arrangement made with non-exempt employees will be for the period of the COVID-19 crisis and may be discontinued at will and at any time at the direction of the (title of chief administrator). Every effort will be made to provide 7 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of the telecommuting arrangement. There may be instances, however, when no notice is possible.

Equipment

On a case-by-case basis, (name of employer) will determine, with information supplied by the employee and their supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The Personnel and IT directors will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. (Name of employer) accepts no responsibility for damage or repairs to employee-owned equipment. (Name of employer) reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only.

(Name of employer) will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. (Name of employer) will also reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. (Name of employer) will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the employer's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential student and personnel information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, logging off when not using computer applications, and any other measures appropriate for the job and the environment.

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Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the employer's Workers' Compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.

Time Worked

Telecommuting employees who are not exempt from the Fair Labor Standards Act will be required to accurately record all hours worked using the employer's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor.

EMPLOYEE ACKNOWLEDGEMENT OF UNDERSTANDING AND RECEIPT OF THE SSC COVID-19 TELECOMMUTING POLICY

In effect: March 16, 2020 until further notice

I have read and been informed about the content, requirements, and expectations of the COVID-19 telecommuting policy for non-exempt employees at (name of employer). I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at (name of employer).

I understand that if I have questions, at any time, regarding the COVID-19 telecommuting policy, I will consult my immediate supervisor or the Director of Personnel.

Please read the COVID-19 telecommuting policy carefully to ensure that you understand the policy before signing this document.

Employee Signature:

Employee Printed Name:

Receipt By: (name of administrator)

Date: