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Subject: Revised: Temporary Telecommuting Expectations
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Temporary Telecommuting Expectations

In order to minimize the spread of COVID-19 virus (referred to throughout this document as the “current health situation”), South Orange County Community College District (District) developed a Temporary Telecommuting Program with input from affected constituency groups.

The Temporary Telecommuting Program is a temporary measure to address the current health situation and will be only used for that purpose. Participation in the Temporary Telecommute Program cannot be the basis for a request for future telecommuting that is not related to the current health situation. Note that having successfully engaged in the Temporary Telecommuting Program does not require management to agree to any future telecommuting.

Employee telecommuting is a temporary measure only and will be reviewed continuously during the period in which the District encourages physical distancing as a measure intended to minimize the spread of the current health situation. The District may alter this schedule or end the temporary telecommuting at any time at its sole discretion. The following are express expectations for employees who telecommute:

- A. All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all District and departmental policies and procedures, rules and regulations, Collective Bargaining Agreements, and District Policies and Procedures.

- B. Telecommuting employees are required to perform their assigned work duties and be accessible as if they are working at their District worksite during the established telecommuting Work Schedule. Employees must be accessible at all times during their temporary telecommute scheduled work times via the manner and technology designated by their Immediate Management Supervisor, which may include laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging and/or text messaging. Employees will make themselves available to physically report to work as required by the Immediate Management Supervisor.

During the period that Employee is temporarily telecommuting, Employee will check District-related email, telephone, or other designated communication methods on a consistent basis as if Employee were working at a District work site.

- C. While temporarily telecommuting, Employee will maintain professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards as if Employee were not temporarily telecommuting. Employee remains obligated to comply with all District (as well as the Department's) policies and procedures.

- D. [For Non-Exempt Employees] Employee may not deviate from their assigned work schedule and is required to take rest and meal breaks while telecommuting in full compliance with their collective bargaining agreement. Employee is prohibited from working additional hours outside of their temporary telecommute work schedule and is expressly prohibited from working overtime without prior approval from their Immediate Management Supervisor.

- E. Employee is solely responsible for the configuration of and all of the expenses associated with establishing and maintaining a telecommuting workspace and related telecommunications services, including network costs, workspace furniture, energy or data charges, unless the Department expressly agrees otherwise in advance of Employee incurring the cost.

- F. By participating in the Temporary Telecommuting Program, employee certifies that they will maintain a safe and ergonomically appropriate telecommuting worksite.

- G. All work related injuries incurred while performing work related tasks/duties within the work hours, and all illnesses that are job-related must be reported immediately to her/his Immediate Management Supervisor. In the event the Immediate Management Supervisor is unreachable, contact the District Risk Management office for immediate medical care information. Complete information regarding the District's Workers' Compensation program and forms can be found on the District Website under the Risk Management Department page.

- H. Employee will continue to abide by practices, policies, and procedures for requesting sick, vacation, and other leaves of absence. In the absence of authorized leave, scheduled work time is not to be used to provide dependent child- or elder-care.

If Employee will use a personal mobile device or personal desktop while telecommuting, Employee must consult with their Immediate Management Supervisor as well as the District's Information Services staff to ensure appropriate set up of the personal device(s). Employee is prohibited from tampering with any software, firmware or hardware provided by the District or loaded onto Employee's personal devices to enable Employee to perform District work.

Regardless of whether using personal or District-owned devices for District work while telecommuting, Employee is responsible at all times for the access, use and

security of those devices. Employee must NOT download any privacy data related to students or employees such as Personal Identifiable Information (PII) from any other District data system. Employee must be sure to connect mobile devices from a secured network (one that requires a username and password). Employee must take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access while telecommuting. Employee agrees to close or secure all connections to District desktop or system resources (i.e., remote desktop, virtual private network connections, etc.) when not conducting work for the District. Approval to use non-District issued mobile devices and personal desktops can be revoked at any time.

I. By participating in the Temporary Telecommute Program, Employee acknowledges and confirms they have read, understood and will comply with all Board Policies and Administrative Procedures in connection with Employee's telecommuting expectations, including, but not limited to:

- 1) BP and AR 4040: Institutional Code of Conduct
- 2) BP 4010: Commitment to Diversity
- 3) BP and AR 4014: Electronic Communications
- 4) BP 3206: Security for District Property
- 5) AR 3730: Information Security-Remote Access

J. By participating in the program Employee further acknowledges and understands that management may at any time adjust or end the temporary telecommuting arrangement. Management will attempt to provide at least 48 hours' advance notice of any changes to the temporary telecommuting arrangement.

K. Employees are expected to conduct themselves while telecommuting as they would at their regular worksite. Any failure to adhere to the expectations contained herein may result in initiation of disciplinary action.