During the ongoing COVID-19 pandemic, we will continue to operate in accordance with all local, state and federal requirements and recommendations. At present, that means offices should operate, in person, at no more than 50% of staff capacity. Depending upon the layout of particular buildings, the privacy/security of specific office spaces, and the employee’s role (student-facing or not), this target capacity may be modified as long as appropriate social distancing (six feet of interpersonal distance) is maintained.

Working remotely may allow employees to work off-campus for all or part of their workweek. The College considers working remotely to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Working remotely may be appropriate for some employees and jobs, but not for others. Because Centre is a highly residential campus, it is necessary for offices to be open for business.

**Expectations**

- Offices are expected to be open during normal business hours. Supervisors should develop work schedules that take into consideration the challenges for those employees with underlying medical conditions that pose an extra risk of severe illness from COVID-19, and/or employees with childcare/school closure concerns.

- Those employees whose primary role is to interface daily with students (such as faculty, the SLO, D&I, Registrar, CCPD, Student Health, and Title IX) should plan their work to occur on campus beginning no later than the week of August 10, unless arrangements for remote work have been made, or unless their supervisor has communicated a different date.

- In-person attendance at meetings, training sessions or similar activities may be required at designated on-campus locations, while maintaining all safety and health guidelines, at the discretion of the supervisor.

- Working remotely during the pandemic is intended to be a temporary modification to the location of the work, and any other modifications to the work to be done, method of doing the work, or schedule for the work should be specified, and limited to a specified period of time or during the time of the pandemic.

- Employees with specific requests for accommodations under the Americans with Disabilities Act or under the Family Medical Leave Act should discuss these with the Office of Human Resources.

**General Policy for Remote/Telecommuting Work**

The terms and conditions of a general policy for employees performing work at an alternate work site (a.k.a., telecommuting or remote work) are provided below:

1. The telecommuting arrangement must be arranged in advance with the employee’s direct supervisor along with the senior staff member(s) overseeing your unit; for faculty members, this is the appropriate Division Chair and the Dean. The employee works with their supervisor to identify the terms of the arrangement, including the work schedule and the ways the employee will maintain communication and connection with the supervisor and other relevant constituencies.
The agreed-upon arrangement is then submitted to Human Resources for final authorization. Note that the arrangement may be modified or cancelled with reasonable notice.

2. While telecommuting, the staff or faculty member will be expected to:
   a. remain accessible during the daily telecommuting work schedule;
   b. adhere to working the hours of a typical workweek or to the schedule authorized by the supervisor. For hourly staff, no overtime is allowed without specific authorization by the supervisor;
   c. check in with their supervisor on a regular and mutually agreed-upon basis;
   d. be available for office hours or teleconferences as relevant to the role of the employee;
   e. be available to come to the office if an unexpected business need arises and;
   f. follow PTO, sick, or other leave guidelines as for in-person work.

3. Each employee’s duties, obligations, responsibilities, and conditions of employment with the College remain unchanged while telecommuting, unless specifically altered by the supervisor and/or this Policy. Similarly, standards of performance and performance appraisals remain the same as for in-person work, and the supervisor retains the responsibility to assign and appraise work performed.

4. Hourly employees understand that work hours do not include time traveling to or from a telecommuting location. If the College requires the employee to travel to campus or to some other work site after the employee has already begun work at the telecommuting site location, then the time of travel to the designated work site will count as time worked, and must be factored into the total time authorized to work and for overtime computation.

5. Telecommuting employees will communicate regularly with their supervisors to ensure that work quality, efficiency, and productivity are maintained during the telecommuting arrangement, and adjust or discontinue the arrangement as results dictate.

Safety & Equipment; Information Security

1. Approval for telecommuting assumes that the employee has a safe, secure, and ergonomic work environment. The telecommuting employee agrees to report any work-related injuries to the employee’s supervisor and Human Resource at the earliest reasonable opportunity.

2. Depending upon availability, the College may provide needed equipment to the employee to use in telecommuting, subject to any special terms and conditions of that use and other applicable College policies. The College may also require the employee to adopt the use of certain equipment or software (security software, for example) in the telecommuting arrangement to prevent cybersecurity breaches. The employee will return to campus any College-owned equipment, records, and materials upon reasonable notice or upon the end of the telecommuting arrangement.

3. If an employee is issued or furnished with equipment, records, or materials by the College, the employee is responsible for their protection from unauthorized or accidental access, use, modification, destruction, or disclosure. All equipment, records, and materials provided by the College shall remain the property of the College. All records or material created while teleworking must be stored and/or transmitted on college-provide services, cloud storage, devices or media.