



INTERIM TELECOMMUTING POLICY

(Upon Reopening in June 2020 until deemed no longer necessary for the COVID-19 outbreak)

[Authorized by President's Cabinet]

The University of Redlands considers telecommuting to be a viable work option in certain circumstances, which, when properly implemented and administered, benefits both the University and the telecommuter. The University defines telecommuting as “a work arrangement in which some part of the regularly scheduled work (typically not to exceed eight (8) hours per workday) is performed at an off-campus worksite such as the home or in an office space near home.”

Telecommuting does not change the basic terms and conditions of employment with the University. All University employees, including telecommuters, are subject to the University's policies and procedures.

The duration of this *interim* Telecommuting Policy is June 1, 2020 until the University's administration deems no longer necessary due to the COVID-19 pandemic; the policy is subject to change as the University continues to monitor the local, national, and worldwide incidences of COVID- 19 and responds to county regulations and stay-at-home orders. The policy is intended to allow flexibility for all employees and assist in the phasing process of reopening our campuses.

In order to provide for ongoing operations, assuming state and local ordinances permit, employees who are not ill but who are unable to work their normal work schedule onsite due to situations relating to COVID-19, may be considered for continued telecommuting. These situations may include, but are not limited to, the following situations:

- Employee self-isolation or quarantine requirements, when required by public health officials, health care provider, or the University.
- The active care of others because of disruptions from COVID-19, including immediate family members due to closures of schools or daycare centers for the employee's children or elders.
- Employees with underlining health conditions who are at increased risk of complications of COVID-19. These conditions include asthma, COPD, hypertension, heart disease, cancer, autoimmune disorders, active immunosuppression as by chemotherapy, diabetes, liver disease, chronic kidney

disease undergoing dialysis, and morbid obesity (per the Centers for Disease Control and Prevention, <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>).

- Employees who rely on public transportation to get to work where options are unreasonably limited or cannot be made safe to use during the pandemic.
- Employees who are not essential to the day-to-day on-campus operations, and whose work has been designated by their supervisor as mostly performable remotely have the option to remain at home and perform duties remotely (see Interim Telecommuting Policy).
- For employees who are not essential to the day-to-day on-campus operations, and whose work has been designated by their supervisor as mostly performable remotely, the supervisor has the option of allowing them to remain at home and perform duties remotely.

Employees may not bring children or elders to campus, even if the children or elders are well. This is to help maximize the social distancing guidance from public health officials and will remain in effect through the duration of this policy.

ELIGIBILITY

This policy covers all University employees. It is the responsibility of the person telecommuting to ensure that he or she will be able to adequately perform his or her duties and responsibilities. External responsibilities do not take precedence or excuse the employee from meeting his or her work obligations. Failure to fulfill work obligations is grounds for immediate termination of the telecommuting agreement by the University.

PROCEDURE

Department heads or their designees shall have the authority to establish telecommuting arrangements and are encouraged to give serious consideration to all reasonable requests. Arrangements, however, should only be authorized when it is in the best interest of the employee and the University to do so. The supervisor must approve the telecommuter's work schedule. The telecommuter agrees that he or she will be readily accessible during the work hours while working from his or her home or any other remote office.

PROCESS

Either the employee or the department may initiate the request. In either case, the overall department needs are to be taken into consideration in evaluating the request.

Supervisors should:

- Communicate specific expectations to individual team members based on each person's position, the needs of the unit, and the employee's personal circumstances.
- Review regular progress reports on work-at-home assignments.
- Provide feedback immediately if expectations change.
- Maintain ongoing communications and meetings regarding the status of assignments and projects.

- Be available by phone and/or e-mail during the agreed-upon hours
- Adhere to all University timekeeping policies and procedures.

Telecommuting employees should:

- Fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignments, such as:
 - Duties and responsibilities;
 - Hours of work (rest/meal breaks, overtime, and other wage and hour requirements still apply);
 - Hours of availability to communicate regarding University business;
 - Communication about work assignments/regular progress reports;
 - Personal needs, including reporting absences of work due to injury, illness, or caring for a family member; and
 - The use of University equipment and materials.
- Practice secure data handling (electronic and paper), follow University informational security requirements, and store such data on University servers (using VPN access to Colleague databases and/or access to SharePoint or OneDrive). Private, confidential, or proprietary University business records, student records, and other confidential data should never be saved to personally owned computers, hard drives, cloud storage or USB drives, or other personally owned storage media. Failure to follow these rules and appropriately protect University information may result in discipline.
- Appropriately complete their timecards and follow all labor laws in accordance to their status (non-exempt/exempt).
- State their availability and set response expectations in their signature line/out-of-office on emails.
- Forward desk/office phone to their home/cell phone if appropriate (as a reminder, all voicemails left on one's office phone will also be recorded and sent to one's email for retrieval).
- Notify their supervisor if they become ill and cannot work.

RESPONSIBILITY

The telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and complies with all occupational safety and health standards, rules and regulations. The telecommuter is responsible for setting up and maintaining an ergonomically correct workstation. An employee requiring assistance should contact the University's Environmental Health and Safety Manager. The telecommuter is responsible for any tax implications related to his or her home workspace.

All office equipment, telecommuting equipment, furniture, and other items used in performance of University business shall be located within the workspace designated by the telecommuter.

Telecommuting does not change the duties, obligations, responsibilities, or terms and conditions of employment. Operational needs of the University and department are subject to change and therefore may require reassessment of the feasibility of approved

telecommuting assignment from time to time. In such cases, the University will make every effort to notify the employee timely when an approved telecommuting assignment must be revoked or changed.

EXCEPTIONS

Any exception to this policy, including the consideration of the use of University-owned equipment, requires the approval of your direct supervisor or a University-appointed designee.

ENDING A TELECOMMUTING ARRANGEMENT

The University has the right to unilaterally terminate a telecommuting arrangement made with an employee at any time. Employees who no longer wish to telecommute may also terminate the telecommuting arrangement and return to full-time in-office work at any time. If the employee was issued University equipment solely for the purposes of telecommuting, all such University equipment must be returned to the University upon termination of the arrangement or separation from the University.

LIMITATIONS

A telecommuting arrangement may not be used to circumvent the University's leave provisions, workers' compensation process, and/or Americans with Disabilities Act (ADA)-required interactive process. If employees are in any way impaired and not able to report to work at their normal workstation, they must contact the Human Resources Department for an evaluation for temporary reasonable accommodation and leave options.