

**COVID-19 - Telecommuting Guidelines to Accommodate Instruction of
School-Aged Dependent Children
August 31, 2020**

Juniata College recognizes that COVID-19 has presented employees who are responsible for school-aged children with challenges in balancing work and home responsibilities. While the Families First Coronavirus Response Act allows for 10 Days of paid short-term sick leave (paid at 2/3 regular rate) for childcare responsibilities, the decisions of the local school districts to go with hybrid instructional models has presented the need for longer term considerations and arrangements (including Telecommuting, use of vacation time, reduced work schedules and leaves of absence.) Human Resources is available to answer any questions on the above alternatives, in addition to the guidance provided below about Telecommuting.

Telecommuting is a temporary, voluntary work alternative that may be appropriate for some staff and some jobs. When our students are in residential status, certain positions or responsibilities do not lend themselves to telecommuting. Telecommuting is not an entitlement nor is it a permanent college-wide benefit.

Departments should consider tasks and functions associated with a position before considering whether a specific employee is a good candidate for a telecommuting arrangement (see attached Telecommuting Feasibility Assessment) in this circumstance.

Eligibility:

- Telecommuting is appropriate considering the nature of the employee's job, specific work activities are portable and can be performed as effectively outside the office.
- Quality of service within the department can be maintained for students, faculty, and other members of the Juniata community.
- The employee has been employed at Juniata College for at least 30 days.
- The employee has demonstrated sustained high performance and accountability, and the supervisor believes that the employee can maintain the expected quantity and quality of work while telecommuting.
- The employee has demonstrated time management, self-motivation, independence, and dependability in accomplishing work assignments.

Guidelines and Structure of Telecommuting

The following guidelines apply to telecommuting arrangements:

- A specific work schedule, including work days and hours, must be agreed upon *in advance* (this includes the maximum number of days/week telecommuting will be permitted).
- Employees must be on site as necessary to attend meetings, training sessions, or similar events or occurrences.

- Employees must maintain a normal workload, although hours may be flexible. Employees are to use a Juniata-provided laptop while telecommuting.
- Employees will provide telephone and internet service at their own expense. Long distance charges will not be reimbursable.

Further tips about Telecommuting can be found in this link to the CTS Article “Checklist for Working Remotely:” http://help.juniata.edu/view_article.php?article=138.

Generally, employees are not permitted to telecommute during periods of Family Medical Leave (FMLA), medical disability, or any other medical related leave. Employees must be healthy and available to work at the remote work location as if they were working at the on-site location.

Employees who are unable to work due to illness must use sick, vacation, or personal time and must report their absence to their supervisor. Employees who wish to be relieved of responsibility for work on a particular day or days must use vacation or personal leave.

Employees are responsible for the safety and security of all College property and proprietary information.

Approval

Human Resources will evaluate the telecommuting feasibility assessment and proposed telecommuting work agreement, the supervisor and/or department head recommendation, and will approve or deny the request after discussion with the department head and area Vice President. If approved, the Executive Director of Human Resources will sign the agreement and return a copy to the department head or designee. Human Resources will maintain a copy of the signed COVID-19 Telecommuting Agreement in the employee’s personnel file.

Implementation and Communication -

The department head or designee will notify employees within the department how the arrangement will work and how it benefits the College.

COVID-19 Telecommuting Feasibility Assessment

This document is used to help the supervisor determine the feasibility of a particular position and/or employee to be engaged in a telecommuting agreement. The document will also assess the employee's and supervisor's work styles and determine if the styles would support a telecommuting arrangement.

Staff Member Name:
Name of Supervisor:

Position Title:
Department/Unit:

Job Assignments and Duties

List the key duties and percentage of time allocated to each duty.

1. %
2. %
3. %
4. %
5. %

Can the time spent on the above type of tasks support telecommuting? Yes No
If not, can you rearrange the position's duties (performed on the same day) to support telecommuting? Yes No

Employee Assessment This section will help you determine if the position's key duties lend themselves to telecommuting.

- Do key duties require ongoing access to equipment, materials, and files that can only be accessed on Juniata property? Yes No
- Do key duties require extensive face-to-face contact with supervisors, other employees, clients, or the public on Juniata's property? Yes No
- Do key duties require extensive time in meetings or performing work on Juniata's property? Yes No

If you answered 'Yes' to any of the above questions, telecommuting might not be appropriate.

What percentage of time is required on Juniata's property? _____ % time

Employee Assessment

This section will help you determine if the employee can work in a self-directed manner in managing his or her work and time.

- Does the employee have a complete understanding of his or her job and performance expectations? Yes No
- Does the employee regularly demonstrate that his or her approach to work is organized and dependable? Yes No
- Is the employee highly productive? Yes No
- Does the employee regularly meet deadlines? Yes No
- Can the employee work independently and without constant supervision? Yes No
- Can direction be provided by the phone? Yes No
- Does the employee need/desire to be around coworkers? Yes No
- Does the employee have a suitable workspace at home? Yes No
- Are there known distractions at home (e.g., interruptions due to dependent care)? Yes No
- Can the employee work in an environment with little structure? Yes No
- Does the employee have the technology, including computer, appropriate software, and remote access capability, to work from home? Yes No
- Can the employee's performance at home be measured? Yes No
- Based on the above, does the collective weight of Yes answers support the employee being a teleworker? Yes No

Supervisory Assessment: This section will help you determine if your managerial/supervisory style supports telecommuting.

- Are you comfortable allowing this employee to work autonomously? Yes No
- Do you provide solutions when requested for assistance? Yes No
- How frequently do you monitor employee work performance?
 Daily Weekly Other Intervals _____
- Are you comfortable communicating via email or telephone, vs. face-to-face? Yes No
- Are you able to establish clear objectives for this role? Yes No
- Can you accurately measure the employee's performance and outcomes? Yes No
- Can you accurately measure the employee's time worked? Yes No
- Do you trust that the employee will be productive without direct supervision? Yes No
- Based on the above, does the collective weight of 'Yes' answers support the employee being a teleworker? Yes No

COVID-19 Telecommuting Agreement

Employees permitted to telecommute from home or offsite, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the College's Policies and Handbook. This agreement does not constitute an employment contract.

This arrangement will be in effect for **the 2020-21 school year** and will be reviewed monthly for effectiveness of the arrangement and renewal. This arrangement may be revoked by the College to meet its educational and business purposes at any time with a two-week written notice.

In addition to my existing obligations and responsibilities, I agree to do the following:

1. Maintain a regular, documented **work schedule** (core hours of work) and an accurate accounting of what they work on and when. During these hours, I will be available via email and telephone/voicemail.

Work days:

Scheduled "core" hours of work:

Contact email and phone (Note: employee's office phone line is to be forwarded to this number):

I request to telecommute on the following basis:

The telecommuting would occur on (days):

The telecommuting hours would be:

2. Comply with all of the safety regulations which apply to an office. (A safe work environment free of clutter, exposed wiring, slippery surfaces, etc.) The College reserves the right to inspect the employee's work premise (home office location) during normal work hours.

3. Be on campus as necessary to attend meetings, training sessions, or similar events.

4. Use sick, vacation, or personal time if I am unable to work due to illness and will report my absence to my supervisor. If I desire to be relieved of responsibility for work on particular day(s) I must use sick (i.e., for a doctor's appt.), vacation, or personal leave.

5. Log my hours worked (if applicable), sick, personal and vacation time in the College's time tracking system.

6. Comply with the policies and procedures relating to legal compliance, safety, and ethics obligations while offsite.
7. Be responsible for any College equipment used offsite. I am responsible for the cost of repair or replacement of any equipment if handled in a careless or reckless manner.
8. Notify my supervisor and CTS in the event there is a system failure and determine an alternative work arrangement.
9. Maintain my work in a safe and secure environment. Any confidential materials, College documents, or proprietary information should be maintained under lock and key and appropriately discarded. I will follow CTS procedures regarding the security and disposal of confidential information.
10. Report any injuries occurring at home or offsite, during the above-scheduled work time(s). I understand I am covered under the College's worker's compensation coverage only during my scheduled hours of work.
11. Maintain a work environment that is free from interference with the work to be done (i.e., employee must make alternate arrangements for dependent care during working hours).
12. Ensure that my homeowners or renters insurance covers injury arising out of or relating to business use of my home.
13. Use my best judgment at all times as I am a representative of the College.
14. I will require the following equipment/supplies:
15. I will perform the following duties and assignments:

Supervisor Notations:

I understand and agree to the above. In consideration for being permitted to work at home, I release Juniata College and all its officers, employees, and agents from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description including injury, death, or damage to my property, which arises out of, in connection with, or occurs during my participation in this program.

Employee

Printed Name	Date	Signature
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Supervisor

Printed Name	Date	Signature
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Vice President

Printed Name	Date	Signature
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Human Resources

Printed Name	Date	Signature
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