



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Build Your Future

Temporary Telecommuting Assignment Policy

Dear Faculty and Classified Professionals:

The District, our community and the nation are facing unprecedented challenges due to the coronavirus pandemic (COVID-19). The District recognizes and appreciates the work that faculty and staff have done to ensure we are responsive to guidance and mandates that are required. As a result, we must, for the time being, change the way we operate in order to continue to serve our students while also protecting the public health. The continuing support of our employees is critical to our success in this regard.

As you are aware, many District employees are now working remotely (telecommuting), with only a limited number of essential personnel on-campus. Many District employees continue to perform their normal job duties remotely. Other employees, whose normal job duties cannot be performed remotely, may be assigned different tasks which can be performed from home. Such tasks may include revising forms, professional development webinars/trainings, updating webpage content, responding to student inquiries, etc.

This Temporary Telecommuting Assignment Policy is intended to provide general expectations and guidelines for all employees working remotely. This policy is expected to be temporary but will remain in place until further notice. The District will continue to monitor guidance from federal, state, and local public health officials and may make alterations to or terminate this policy at any time.

At this time, we are unable to predict how long this arrangement will be necessary. We therefore ask for your creativity, flexibility, and understanding as the District embarks on this endeavor.

The following are general expectations and guidelines, applicable to faculty and staff who are telecommuting. If you have specific questions about your individual circumstances, please contact your supervisor or Human Resources.

1. Permanent employees will continue to receive pay and benefits as if working regularly. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage will remain the same.
2. Employees (non-faculty) are required to be available to report to campus within a reasonable timeframe if directed by their Dean or supervisor.



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3. Employees currently on an approved leave of absence will remain on leave of absence for the duration of the applicable leave and are encouraged to contact Human Resources if a change of status is warranted.
4. If an employee needs to request leave for an occurrence that is during a scheduled work activity during regular working hours or the employees regular work schedule, the employee must report this by submitting an request for leave in advance as sick leave, or request approval for vacation or other available leave, in accordance with CBA, applicable law, or District policy.
5. To the extent possible, employees should be performing the full range of their normal job duties. Regular duties may be subject to change, for both faculty and staff. Deans and supervisors will give direction as needed.
6. Supervisors and Managers should maintain regular communication with their faculty and staff through email, phone, video chat, or other means.
7. In order to check your assigned work extension for voicemails remotely please use the following instructions:
 - i. Call 805-546-3100 (this works for NCC and SLO extensions)
 - ii. Push #
 - iii. Type in voicemail box number (i.e. extension)
 - iv. Enter your passcode
8. Faculty:
 - a. Faculty should communicate with students through Canvas. Faculty are expected to maintain regular and effective communications with students as described in AP 4105 while teaching online. If a faculty member chooses to use a personal cell phone number when communicating with students, the faculty member should block the number from the students.

<https://www.cuesta.edu/academics/documents/distance-docs/AP4105.pdf>



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- b. It is expected that each faculty member will be available during the regular workweek for an amount of time equivalent to their standard workweek, as set forth in Article 5 of the faculty contract.
 - c. Faculty must not arrange personal or group meetings/gatherings with students, either on-or off-campus, without prior approval from their Division Chair and Dean.
9. Classified Staff:
- a. Staff employees are required to check in with their supervisors at least daily, at the regular start time of their shift/workday or as agreed with their supervisor.
 - b. During an employee's regular shift/working time, the employee is required to be available via phone, email and text, to respond to communications and to perform work. Please refer to the MOU with CCCUE regarding reimbursement.
 - c. Start and end times for telecommuting employees should be communicated in advance and should be consistent from day-to-day, as much as possible. As approved by the employee's supervisor, an employee's start time and end time may be permitted to be different from the employee's normal hours when working on-site. Employees should coordinate with their supervisor for any periods of time during the workday when they will not be working (e.g., breaks or meal periods).
 - d. Employees are not authorized to work during hours exceeding the length of their regular shift unless specifically authorized in advance in writing by their supervisor. If you are a nonexempt employee and you believe overtime will be necessary, it is required that you send an email to your supervisor and receive authorization in advance.
10. Equipment: The District will endeavor to provide employees with any special equipment necessary to perform duties while working remotely.



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- a. Employees shall implement steps to ensure information security and will check with their supervisor if security matters are an issue.
 - b. Employees must provide a secure location for District-owned equipment and materials, and shall not use, or allow others to use, such equipment for purposes other than District business. All equipment, records, and materials provided by the District shall remain District property.
 - c. Employees must protect any equipment issued to them and any sensitive data that it might contain. Employees may not transfer sensitive data to non-District owned systems or removable media (e.g., flash drives), and they may not allow unauthorized users to use the devices issued to them in order to work remotely.
 - d. Employees are responsible for maintaining the confidentiality and security of any information created or accessed while telecommuting and for adhering to District rules, regulations, policies and procedures regarding security and confidentiality for electronic devices, their data and information, including sensitive data such as FERPA and HIPAA protected information, and any other information handled in the course of work.
 - e. All District-owned equipment issued to an employee for purposes of telecommuting must be returned promptly at the conclusion of the telecommuting arrangement, unless otherwise directed.
- 11. District policies and protocols regarding disability accommodation continue to apply. If an employee believes any reasonable accommodation is needed while working remotely, the employee may contact Human Resources.
 - 12. District policies and protocols regarding industrial accident or illness continue to apply. If an employee experiences a work-related injury while working remotely, the employee is required to report it promptly to Human Resources. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.
 - 13. Working remotely inherently changes the workplace dynamic for employees. However, employees are expected to continue to adhere to all District policies. Employees with questions about the application of a policy or procedure should contact their supervisor for additional information.



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This policy is subject to change. The District may issue further general communications for employees who are telecommuting on an as-needed basis. For now, if there is an issue that you believe is not addressed above, or if you have any specific questions, please contact your Dean, direct Supervisor or Human Resources.

Thank you in advance for your continued dedication to our students and the community.