



Staff Work Policy – Coronavirus (COVID-19) Response – April 4, 2020

I. Purpose

The purpose of this policy is to address employment procedures and pay practices for staff approved to work both remotely and on-campus in response to the coronavirus (COVID-19).

II. Application

This policy applies to regularly scheduled, full time and benefit eligible part time employees of the College.

III. Compensation

Exempt and non-exempt full time benefit eligible remote employees

Employees who have work assignments that can be performed remotely and are approved to work remotely by their division leader, will work their regular hours and continue to receive their regular pay and benefits based on their normal work schedule.

Exempt and non-exempt on-campus employees

Employees who have on campus work assignments that are essential to business operations as per Pennsylvania State COVID-19 response mandates and who are able to safely perform their job duties on campus (as approved by their division leaders) will continue to receive their regular pay and benefits based on their normal work schedule during a campus closure.

Non-exempt employees will receive compensation for overtime, however any additional hours outside of an employees' regular work schedule **must be pre-approved** by their supervisor in collaboration with their division leader.

On-campus Scheduling

When supervisors are scheduling staff who will be working on-campus, flexible scheduling may be used to ensure physical distance between employees. All employees should practice safe work habits including:

- Social distancing: keeping at least six feet between employees at all times
- Avoid contact, including handshakes
- Limit in-person meetings
- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Stay home when sick
- Cover coughing or sneezing with a tissue, throw the tissue in the trash and disinfect hands
- Clean and disinfect frequently touched objects and surfaces

IV. Remote Work Expectations

Staff who require computer access and do not have a college issued computer may request a loaned computer from IT Services. If you need additional resources or assistance to work remotely, please contact IT Services for assistance.

Staff working remotely must complete all work assignments according to performance expectations as communicated by their supervisor.

Tracking your work time

The hours of work for staff working remotely will be established by the employee's supervisor in collaboration with their division leader. Timecard completion procedures continue to apply to non-exempt staff.

Set and keep regular office hours

Staff should understand the expectation that time designated to work remotely must be free from interruptions or distractions. Some interruptions can't be avoided. Family obligations can interfere as well, especially if children are home. Employees should work with their supervisor to set regular work hours and stick to them.

Follow Vacation / Sick and Other Leave Policies

If an employee needs to be off work for any reason, they must notify their supervisor and follow College leave policies. If the employee is not able to work due to illness or has a need to care for an ill family member, they should use the appropriate leave and follow call off policies.

Maintain Confidentiality of Business Practices

Employees must take all precautions necessary to secure sensitive and confidential information, including student, staff, alumni, donor records and information, etc., and prevent unauthorized access to College equipment and proprietary information. The performance of job duties remotely may require the handling of confidential information, and continued compliance with all applicable policies is an essential requirement in this arrangement. Employees must protect all College information from improper disclosure to, or access by, other persons, including other members of the employee's household. Employees must take appropriate steps to ensure the security of all work-related materials, data and equipment. Employees must not disclose any College information to any individual or permit any College information to be accessed by any individual who is not authorized to do so.

VI. Remote Work Procedures and Tips

Plan and structure your workday

Structure your workday to maximize efficiency. Plan your work around your most productive hours. If you know you focus best in the morning, resist the temptation to check email until 10 a.m. or later. A quick review of your calendar when you first start work can set you up for a productive workday. Make a list of your most important tasks before you move on to less urgent business. Make sure you allow time to recharge, so you can be at your best both personally and professionally.

Dress to impress (even if it's just for your dog)

As enticing as it is to stay in pajamas all day, it's not the best work habit. The way you dress affects you psychologically. Maintain a casual and comfortable work wardrobe to help you transition smoothly between home and office.

Set aside a designated work area

Consistency is an important aspect to working remotely. Try to work at the same spot every day. Make sure your workspace functions efficiently for you and your style. Make your workspace a place you enjoy going to each day, an area where you can focus and do your best work.

Take breaks

Schedule time for frequent breaks throughout the day. Rise, stretch or walk around the house or down the street. Take a lunch and snack break.

Avoid distractions

One challenge of working from home is accountability. With no colleagues nearby, it's easy to become distracted. Stay focused on work throughout the day to maintain consistent productivity. Avoid online distractions as well. Limit the time spent on email, social media and websites unrelated to work. Set a timer on your phone or computer if necessary.