



431 POLICY – Emergency Telework

431.1 Statement of Policy

Redlands Community College may establish telework as a condition of employment based on the College’s business needs. In situations or events deemed appropriate by the administration, the College may institute “social distancing” telework policies. In other words, employees may be directed to stay away from their traditional on-campus workspace. Those employees should be directed to work from home when and where possible. In these emergency circumstances, teleworking may be deemed to be a condition of employment for the duration of the emergency.

Telework is being able and ready to accept phone calls, process emails, connect to the Virtual Private Network (VPN) to access work files, and perform normal work duties as possible through telework, during normal work hours. The College expects the same level of productivity from telework employees.

Telework is not an entitlement, is not a College-wide benefit, and may be discontinued at any time at the sole discretion of the College President. As a matter of practice, telework shall be used only in circumstances where an emergency or unique situation, as authorized by the administration, exists.

This policy may apply to the whole college campus or select employees based on the situation. This policy is authorized by the board to handle emergency situations. This policy is not designed for individuals to request to work from home due to non-emergency situations.

431.2 Modification

This policy and related procedure are subject to change, especially in light of the unpredictable circumstances of a pandemic or other unusual situation. Employees assigned to telework might be reassigned to a non-telework workstation at any time and without much notice. All telework employees are considered on-call during the normal work schedule and should remain accessible by phone or electronically unless the employee has preapproved leave in place.

Adopted May 2020
Revised September 2021



431 PROCEDURE - Emergency Telework

431.1:1 Statement of Procedure

Telework is a workstation alternative that is appropriate for some employees but not all employees and all positions. No College employee is entitled to or guaranteed the opportunity to telework. This policy, established to handle emergency operations, means only the President of the College, or his/her designee, have the authority to approve an employee's request to telework. If a supervisor receives a request from one of their subordinates to telework, and the supervisor feels it is a warranted request, then the supervisor will send a written recommendation to the Office of the President, requesting approval on the request to telework. Certain categories of positions are ineligible for telework. The work conducted by employees under telework may be the same as the work otherwise conducted at the College workstation, or may fall under "other duties as assigned" and therefore may be different than the type of work assigned at the College workstation, at the discretion of each individual supervisor. An employee's classification, compensation, and benefits will not change if the employee is assigned to telework.

In telework workstations, all College policies that would have applied at the College workstation continue to apply in full effect, including policies related to data security and information protection or privacy.

The total number of hours that full-time telework employees are expected to work will not change, regardless of work location. The College also expects the same level of productivity from telework employees that is expected from employees at the College workplace. For example, if you normally work a 40-hour work week on campus at your workstation, you will now work a 40-hour work week by telework or a combination of telework/on campus work dependent upon the position and responsibilities.

Employees are required to document the work they have done at home on the Employee Telework Weekly Time and Effort Report. It is the responsibility of the supervisor to get the reports from the employee who has been approved to work from home.

Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the College the same as they would otherwise. Non-exempt employees who work in excess of 40 hours are eligible for compensatory time in the way they would normally be. When accrued personal, vacation, or sick leave is taken while conducting telework, it must be approved by the supervisor over the position in the same manner as if the



leave was taken while working at the College workstation and must be submitted to Human Resources on a Monthly Report. Supervisors are encouraged to be liberal in the granting of personal leave, annual leave, and sick leave during any pandemic or similar emergency.

431.1:2 Liability

The College assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The College also assumes no liability for damages to an employee's real or personal property resulting from participation in the teleworking program unless it arises out of the course of employment during working hours.

Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits and follow the same safety regulations they would use at the College and to maintain safe conditions in their alternate work locations. Employees who need disability accommodations to work in a telework environment must request such accommodations in writing and shall not assume the employer already is aware of such needs. Employees must follow normal procedures for reporting injury immediately.

431.1:3 Equipment and Materials

Normally, the College will provide equipment and materials needed by employees to effectively perform their duties; however, the College will not duplicate resources between the central workplace and the alternate work location. Telework employees may use specific College-owned equipment only for legitimate College purposes. Telework employees are responsible for protecting College-owned equipment from theft, damage and unauthorized use. The College will maintain, service and repair College-owned equipment used in the normal course of employment. The College will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service. Telework employees may also use their own equipment, provided the use of such equipment has been approved by their supervisor. When employees are authorized to use their own equipment, the College is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly related to the creation of work product for the College. The College shall not reimburse employees for the cost of space, telephone, printing, networking and/or internet services at the telework location.



431.1:4 Best Practices

- A. Employees should expect to be contacted by their supervisor regularly for an interactive conversation (not by correspondence). Employees should be responsible for establishing effective communication among co-workers and customers and to check in with the supervisor to discuss status and open issues during the telework arrangement to be sure to address concerns quickly.
- B. Be Proactive. To the extent possible, attempt to foresee the needs of your campus, department, or division. Do not wait for instruction unless absolutely necessary to perform your work. When supervisors are assigning tasking lists, attempt to fill each day with meaningful work that provides value to the College. Administration has the authority to add all other duties as assigned. Because this is an unusual situation, there may be unavoidable issues that arise, and everyone must be prepared to do work that is substantially different than that for which they were originally hired, in some cases.
- C. If your connectivity changes, or the safety of your workstation changes, or any other matter arises that interrupts your ability to conduct telework, inform your supervisor immediately.

Adopted May 2020
Revised August 2021