



## **Alternate Work Location (Including Work from Home) Guidelines During COVID-19 Outbreak**

Consistent with the communications from Chancellor Miner and County of Santa Clara Public Health Department regarding the current COVID-19 virus outbreak and our efforts to minimize further transmission, it may be necessary for employees to be reassigned to work from another location, either at another district location or from the employee's home. We refer to this as an "Alternate Work Location" (AWL) assignment. We appreciate everyone's flexibility during this time and recognize the rapid pace at which advice regarding employer and employee responses are changing. Although the normal work assignment of a classified professional employee includes the expectation to be at the District-assigned on-site work location for all work hours of each week of assignment, under the current circumstances we recognize there may be a need for other creative responses. The following guidelines are intended to provide consistency and fairness for employees while assuring continuity of services to our students and colleagues.

### **Approving Telework Assignments**

Assigning an employee or approving an employee's request to work from home or another location is at the discretion of the employee's supervisor (and consistent with the Employee Expectations guidelines currently in effect) and may be revoked or changed at any time. However, we recognize these unique COVID-19 circumstances and encourage flexibility where possible.

An AWL may be considered for positions and employees that demonstrate suitable criteria for a successful AWL arrangement. Not all positions or employees may be deemed suitable. An AWL arrangement should still result in an appropriate level of service to our students, colleagues, educational or business partners, and/or members of the public.

Please understand that approvals may be revoked or changed at any time. Circumstances may include, but are not limited to, changing work needs, a determination that the prior agreement is no longer workable, responding to another employee with higher risk indicators, such as an underlying health condition, the need to rotate multiple requests, etc.

If, after approval, an employee is required to be on-site to perform his/her duties during any period of temporary AWL arrangement, such need will supersede an AWL assignment and the approval will be immediately revoked. The requirement for his/her attendance on site will be determined at his/her administrator's discretion.

### **Work Expectations for Alternative Work Location Assigned**

An employee assigned an AWL is required to perform their assigned work duties and be accessible as if they are working at their regular District worksite during the established AWL assignment. Employees must be accessible at all times during their scheduled work times via the manner and technology designated by their supervisor, which may include laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging



text messaging, etc.. Employees may also be required to physically attend certain work meetings, trainings, and other department activities as requested or required by their supervisor.

During the period that Employee is assigned an AWL, the employee is expected to check District-related email, telephone, or other designated communication methods on a consistent basis as if the employee were working at their regularly assigned District work site.

An employee is expected to adhere to professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards, and to comply with all District (as well as their program/department) policies and procedures.

Classified Professional employees are expected to adhere to their assigned work schedule including rest and meal breaks. Changes to the work schedule or requests for overtime require prior approval in accordance with the procedures established by their supervisor. Requests for sick, vacation, and other leaves of absence shall be made in accordance with established department/program procedures.

If the AWL is located at the employee's home, the employee is solely responsible for the configuration of and all expenses associated with establishing and maintaining an AWL workspace and related telecommunications services, including network costs, workspace furniture, energy or data charges. Requests for exception due to unusual circumstances should be submitted to the employee's supervisor for review; any exception must be approved in advance of any charges. As an exception, the District provides technology support for necessary enhancements to internet connectivity. (See Application for Technology Assistance on the District Office of Human Resources webpage at <http://hr.fhda.edu/covid-19/index.html>)

### **Safety Standards**

Employees who are assigned an AWL at their home must also attest to meeting specific criteria and safety standards.

#### AWL – Employee's Home

An employee with an AWL at their home shall:

- Provide and maintain a work area adequate for performance of official duties. The employee must also, with notice, permit their supervisor or other assigned administrator to inspect, during the employee's assigned working hours, the AWL site to assure work site suitability or in response to concerns or claims, including worker's compensation and/or ergonomic assessment.
- Not conduct personal business, such as caring for dependents or performing household chores, during the assigned work hours at the AWL. When personal obligations



necessitate the employee's attention, time spent performing those personal duties shall be on non-work time. If personal demands require the employee's attention, the employee shall notify his/her administrator of any changes to the expected work schedule and arrange for leave or other schedule adjustment to account for their time.

- Assume responsibility for all costs associated with the AWL, except as approved or provided by the District's commitment, such as providing technology support for internet connectivity. <http://hr.fhda.edu/covid-19/index.html>
- Comply with all District policies and standards for safeguarding and protecting any confidential business information, personally identifiable information, and all other sensitive information they possess. The employee shall ensure confidential, personally identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and protects the information from unauthorized disclosure. The supervisor and employee shall discuss the safeguards and protections in place prior to the start of an AWL assignment, if needed.
- Use district-owned, mobile computer or receive approval for use of personal computer to work from home. Consistent with district policy, staff members are personally responsible for the security of district-owned devices while in their possession away from an FHDA work site. If an employee desires to use personally owned equipment, the employee must receive approval from their supervisor prior to use.
- Provide for appropriately robust and secure Internet connections to facilitate the effective performance of duties while working from a remote location, as necessary. The set up and cost of this connection will be supported entirely by the employee.
- Assure and maintain a suitable work environment free of apparent potential injury hazards.
- Permit the District (usually the supervisor or administrative manager) to inspect the work area designated for the AWL to determine suitability.
- Assume responsibility for any tax implications of an AWL in their home. The District accepts no liability or responsibility for any tax implications of an AWL not owned by the District.
- Ensure necessary arrangements for the employee's dependents during agreed upon work hours to ensure the employee is free from distraction and able to successfully complete the assigned work duties.



- Ensure that non-authorized persons are not provided or allowed access to view, use, or refer to District computers, data, and related information or equipment.
- Maintain all District data in accordance with District standards for data integrity.

### Supplies

The College will supply the employee with appropriate office supplies for the AWL required to complete assignments.