

**COVID-19 Emergency HR Procedure**  
**Emergency Remote Workers**  
**Effective March 25, 2020, Updated November 16, 2020**

Due to emergency circumstances, the College has discretion to allow or mandate that eligible employees work remotely in order to facilitate the maintenance of a safe and healthy work environment. Emergency remote work is typically not an option for temporary or student employees and requires special approval from the appropriate Vice President or the President.

There are some jobs that are not available for remote work (custodians, some physical plant workers, etc.) and in that situation, employees will be provided with options for using leave, staggered shifts, PPE, and other options that the College deems appropriate.

The decision to allow emergency remote worksites may be approved or required when it is necessary to suspend in-person activities to protect the health and safety of employees. Some of the reasons for emergency remote worksites include but are not limited to:

- Mandate or request by the employer for social distancing to prevent the spread of disease.
- Compliance with local, state, or federal orders.
- Unavailability of facilities or services needed to complete tasks at the worksite (electricity or internet access disruption, building damaged, security issues, etc.)

The College will inform employees of the emergency option or request to work remotely when it is needed in order to facilitate work, yet keep employees safe. Supervisors will review options for their subordinates to work remotely during the emergency, assess technology needs and capabilities, develop plans for the delivery of work, communicate how service will be continued, and monitor work performance. The College has full discretion to direct the methods and means for work performance during the emergency. Employees approved for an emergency remote work arrangement will be provided with a start date and if possible an estimated end date.

When approved for remote work, the employee will be available for the following: phone conversations, emails, document creation, instruction/assignments from supervisor during the regularly scheduled workday.

If there is a need to mandate a remote work situation, an employee may choose to use the appropriate leave if the employee does not want to be available to work remotely. If on approved leave, then the employee is not required to perform work. In this case, the rules for maximum vacation usage in a fiscal year do not apply.

**Home Office Requirements**

1. As equipment availability allows, DMACC may issue laptops, hotspots, or other technology for remote use. If laptops are not available, the College may give approval for employees to use their home computers.
2. Employees may need to use personal internet services with no expectation of reimbursement.

3. The College recognizes that actual internet service performance may vary widely, but reserves the right to require an employee to change providers if the current provider delivers lower capacity than what is needed to perform the work of the position in the home environment. In the event acceptable internet service is not attainable, the remote work site situation may be reassessed.
4. Phone service is required at the employee's expense. This may be a cell phone or land line.
5. Remote work site employees are expected to ensure the protection of confidential and proprietary College, Student and Employee information accessible from their home offices. Security measures include, but are not limited to, use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job

#### Expense Reimbursement

The College normally would not reimburse remote work site expenses. The College also does not provide reimbursement for the following items: Internet installation, upgrade or monthly service fees or associated phone expenses. Supervisors may consider exceptions for reimbursement on a case by case basis.

#### Definitions

Remote Worker – Employee approved to perform work duties outside of their traditional office/work location.

Non-Remote Worker- An employee, due to the nature of the work, who performs duties or functions that must be performed at the work site. (See paragraph #2 for examples.)

Essential Worker – Employee whose presence at work is required to assist the College in meeting its operational needs and/or to serve students, including the following:

1. Assist students in class or for other student services;
2. Maintain the value of its inventory and equipment;
3. Care for animals;
4. Ensure security;
5. Process transactions (including payroll and employee benefits); or
6. Facilitate the ability of other workers to work remotely.

While these workers may leave their homes to conduct minimum basic College operations, they must adhere to any and all safety instructions while at work including, social distancing measures recommended by the Center for Disease Control (CDC), including remaining at least six feet away from people outside of the individual's household.