

# **Guidelines on Phased Return to Campus and Telework during COVID-19**

## **Philosophy/Overview**

On June 1, 2020, JCCC implemented the interim “Guidelines and Procedures on Telework during the COVID-19 Response” as the campus moved some of its operations online to reduce the potential impacts of COVID-19 by limiting face-to-face interactions. While the campus footprint was drastically reduced in the fall of 2020 to slow the spread of the disease, more students have returned to campus for the Spring 2021 semester. As a result, College departments must have a campus presence to effectively serve JCCC students.

## **Return to Campus Transition**

Effective April 5, 2021, all College departments are required to be open on campus during regular business hours. Regular business hours are generally defined as 8:00 a.m. to 5:00 p.m. Monday thru Friday, however, some departments have regular business hours that extend beyond 5:00 p.m. Those departments are expected to remain open in keeping with their operational needs. All Vice Presidents will work with their departments to determine the appropriate on-campus coverage, including needed personnel, to meet this requirement.

As staff, faculty and students begin to return to work on campus, JCCC will continue to mitigate the risks of spread of COVID-19 as described on the [JCCC & COVID-19 webpage](#). All staff and faculty are expected to follow and model compliance with these efforts, including through social distancing, wearing face coverings, and continued daily wellness checks, to sustain a healthy campus while the community recovers from a global pandemic.

## **Considerations for Telework**

During this transition back to campus, Vice Presidents will continue to determine which positions may be designated as eligible for temporary telework, while ensuring each office is open daily. Telework under these Guidelines and Procedures is a short-term, temporarily approved work arrangement that allows employees to perform work during any part of their regular work hours at an alternate worksite. Compensation, benefits, work status, work responsibilities, and all other conditions of employment with JCCC remain unchanged during any teleworking arrangement.

## **Position Suitability**

A position’s suitability for temporary telework is based on operational needs and the duties and responsibilities of the position. It is the responsibility of the department to designate positions as telework eligible/ineligible. Supervisors are responsible to ensure that their departments perform critical work, maintain operations, and remain physically open on campus during regular business hours.

Supervisors must ensure that employees in any non-exempt positions under the Fair Labor Standards Act accurately report time worked. Overtime must previously be approved by the supervisor in conjunction with Human Resources.

## **Employee Eligibility**

Supervisors, in consultation with the appropriate Vice President, have the discretion to decide whether an employee in a telework eligible position is a candidate for temporary telework. When evaluating a telework request, supervisors should take into account specific position requirements, team impact, employee performance, and whether or not the employee can effectively perform the duties remotely.

For example, positions requiring in-person contact or relying upon specific equipment or supplies to work on-site may not be suitable for telework arrangements.

An employee whose position is designated for telework and who wishes to be eligible for a temporary telework arrangement shall agree to abide by following expectations:

- The employee must perform work from an appropriate and safe work environment that has appropriate connectivity and technological access to continue all work.
- The employee must meet employee expectations such as performing essential duties effectively and accurately, maintaining appropriate work hours and accessibility to students and other College personnel, reporting hours worked and leave taken, and communicating with the employee's supervisor.
- The employee must meet information security and confidentiality requirements including abiding by existing Confidentiality Agreements and other applicable College policies.
- The employee must secure all College property, including technology, and will be responsible for any property that is damaged, destroyed or stolen.
- The employee must comply with all College practices, policies, and procedures as if the employee were located on campus. Failure to follow the same, including these guidelines, may result in disciplinary action, including termination.

A teleworking employee without enough work should notify the employee's supervisor so that more work can be assigned, if possible. All teleworking arrangements are subject to change as College needs and workloads evolve.

### **Supervisor Responsibility**

Each department has different needs and activities. If an employee feels that there is an issue to resolve/discuss, the employee should check directly with his/her supervisor first to see if the issue can be resolved internally. Supervisors should be clear in their directives. Directives should be based on unique departmental guidelines to meet the needs of JCCC business.

Supervisors should not direct employees to HR, unless the employee indicates he/she has a serious health condition or requires some specific accommodation(s) to perform the essential functions of the job. Supervisors should not ask or require employees to disclose personal medical information.

If an employee brings up concerns related to a medical condition, leave, or a potential need for an accommodation based upon a disability, supervisors are expected to direct the employee to contact the appropriate Benefits Specialist. The Benefits Specialist will work with the employee pursuant to applicable policies and procedures, as well as obtain any needed documentation from the employee.

### **Emergency Paid Sick Leave (EPSL)**

Until September 30, 2021, any JCCC employee who has been employed for at least thirty (30) days and has not previously received an EPSL reimbursement, shall be eligible for up to two weeks of paid sick leave. To receive EPSL, the employee must be unable to work or telework and meet one of the following "Qualifying Items:"

1. Is subject to Federal, State, or local quarantine or isolation order related to the coronavirus;
2. Is an employee who has been advised by a health care provider to self-quarantine due to the coronavirus;
3. Is an employee experiencing symptoms of coronavirus;
4. Is an employee caring for an individual who is subject to an order described in (1) or has been advised in (2);

5. Is an employee who is caring for a minor child (18 years or younger) if school has closed and/or a childcare provider (other than a family member) is unavailable; or
6. Is an employee experiencing a similar condition as specified in regulations created by Secretaries of HHS, Labor and Treasury.

### **Applicability**

These guidelines replace the previous “Guidelines and Procedures during COVID-19 Response.” These interim guidelines and procedures are intended to be utilized during the COVID-19 pandemic. A sunset date will be determined by Cabinet at a later date.