

Temporary Telework Arrangements During COVID-19 Outbreak

As of: March 16, 2020

In response to the current COVID-19 (coronavirus) outbreak, our organization is implementing temporary teleworking arrangements for non-essential employees. Managers and Supervisors who supervise staff, should promote and encourage telework arrangements for their employees whose work responsibilities can be, or modified to be, completed remotely.

Some positions within the organization require the employees to be physically present in the workplace. These employees will be notified as such. These employees are expected to report to work as scheduled unless otherwise notified by their Supervisor. Regular call-out sick procedures should be followed for such employees who are unable to report to work.

These arrangements are expected to be short-term, and our organization will continue to monitor guidance from the CDC. This arrangement is valid until Monday, April 6, 2020. If public health conditions worsen, some employees may be required to telework during or beyond this time. Employees should be proactive with their Managers, to ensure they have the resources (project work, duties, supplies, etc.) necessary for continued telework in the event this temporary arrangement is extended beyond April 6.

During this temporary teleworking period, it is expected that all employees will perform at acceptable standards and be available for communication during normally scheduled work hours. Employees and Managers should work together to ensure appropriate communication methods (Zoom, Skype, Teams, phone, email, etc.) are available and utilized. Employees are reminded of the expectations of safeguarding the organization's resources and protecting the confidentiality of our data at all times. Employees should also ensure proper ergonomics in their remote workspace.

Should employees need to use paid time off during this period, they will be expected to follow normal call-out procedures.

Non-exempt employees should continue to document their hours worked as per normal procedures. Pre-approval for overtime must be obtained by the employee's supervisor, as applicable.

Employees are encouraged to update their contact and emergency contact information with Human Resources. Employees are reminded of the organization's Employee Assistance Program which can be contacted at XXX-XXX-XXXX.

Questions regarding telework arrangements should be directed to your Manager or Supervisor.