

Emergency Telework Policy

Northern Oklahoma College
Emergency Telework Policy
Presented 4.15.2020, Revised 4.21.2020

Scope

This is a temporary policy concerning appropriate and immediate response to the COVID-19 pandemic. Northern Oklahoma College may establish telework as a condition of employment based on the College's business needs. In the event of a pandemic or similar emergency, 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 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 that are unusual, urgent, emergency, or unique, based on the totality of the circumstances.

This policy applies to the whole College workforce with campus locations in Enid, Stillwater and Tonkawa. It applies to all full-time and part-time employees, exempt and non-exempt employees, full-time faculty, adjunct faculty, hourly employees, student employees (both federal work study and regular work), and all temporary employees.

Policy

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. 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 fulltime 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. Supervisors may utilize additional templates such as the daily status update form or other comparable forms to help document telework process. 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. Any and all overtime worked must first be approved by an employee's supervisor. When accrued personal leave is taken while conducting telework, it must also be approved by a supervisor in the same manner as if the leave was taken while working at the College workstation and must be submitted to Human Resources.

Safety and Workers' Compensation

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 in 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.

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 directly related to the creation of work product for the College.

Best Practices

- 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.

- 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.
- 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.

Modification

This policy is subject to change, especially in light of the unpredictable circumstances of the pandemic. 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 their normal work schedule.