

## Temporary Work Remote Operations for Rindge Campus

<b>Section:</b>	University-wide Policies
<b>Effective Date:</b>	November 2020
<b>Next Review Date:</b>	February 2021
<b>Approved Date:</b>	November 4, 2020 by Senior Staff
<b>Responsible Department/Division:</b>	University Administration

### Purpose:

To establish protocol and practices for University faculty and staff to working remotely and continue business operations. The intent is to provide procedural guidance to both employees and their supervisors when the University implements a working remotely period.

### Scope:

Based on the adjusted academic calendar AY 2020-2021, employees on the Rindge campus will be working remotely from November 30, 2020 through January 18, 2021. For positions returning to campus, the expected date is Tuesday, 19 2021.

As not all positions are suitable for working remote, employees are encouraged to speak with their supervisor about the position and remote options.

This policy will aid in preventing the potential spread of the coronavirus by reducing the number of employees on campus during the winter months, and while students are not on campus. It will also allow offices to be vacant on campus and allow for an efficient, deep clean of the campus.

### Definitions

**“Work Remote”** – is a mutual agreement between the University and the employee that allows for part or all of the employee's work or workweek to be performed at a location off campus.

**“Essential Employees”** – those employees whose job descriptions designate their position as essential, or have essential functions that need to be done on campus, including workers in Facilities, Residential Life, Health Services, Athletics, Library Services, Payroll and Student Affairs.

### General Expectations and Conditions

From November 30, 2020 to January 18, 2021, the Rindge campus will have a reduced number of employees on-site. Working remote decisions will be based on the operational service requirements of each department, and can be adjusted/amended depending on the needs of the University.

- **Compliance** – Employees are expected to continue to comply with University rules, policies, practices and instructions while working remotely. Employees understand that any violation of such may result in disciplinary actions up to and including dismissal.
- **Hours of Work** – Employees are expected to work their normal work schedule, unless they receive prior approval to adjust their schedule. The University expects that employees will remain productive and responsive during their scheduled work hours. The University expects employees to maintain a continued presence within their department while working remotely. This presence can be achieved

by using appropriate technology including computer, email, messaging applications, video conferencing, text messaging etc.

Non-exempt employees must conform to the overtime, record-keeping, and meal break provisions of the Fair Labor Standards Act and where relevant, appropriate state labor laws, respectively, for staff members covered by those provisions.

Employees should continue to make arrangements for child/dependent care as necessary for the normally scheduled working hours.

- **Equipment and Access** – The University will provide equipment and materials that allow employees to continue to effectively perform their duties. Employees will protect university-owned equipment from damage and unauthorized use. The University will remain responsible for maintaining, servicing and repairing employer owned equipment used in the normal course of work.

Employees must have access to suitable technology including internet and working phone.

- **Paid Leave** – Employees will be able to request and use Paid Time Off, as per policy.
- **University Information** – Employees must agree to safeguard all University information accessed and used while working remotely.

#### **Supervisors Responsibility –**

It is the responsibility of supervisors to define with their direct reports the following:

- Expectation of work to be completed and productivity.
- Hours of work and any adjustments.
- Any expectations of tasks to be completed on campus.

Supervisors must ensure accurate recording of hours worked in the StarGarden HR/Payroll software. For non-exempt staff members, supervisors must pre-approve all hours that are going to be worked in excess of 40 in any workweek.

All University policies are applicable while working remotely.

#### **Policy Administration**

Human Resources Department is responsible for administering and enforcing this policy. If you have any questions regarding this policy, please contact the Human Resources Department.

#### **Policy Modification**

Franklin Pierce University reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.