

CHAMPLAIN COLLEGE

COVID-19 Interim Remote Work Policy

Policy: Remote work is a business arrangement that allows employees to work from a remote location by electronically linking to Champlain College whether from home or elsewhere. This policy governs potential temporary remote work arrangements that are required practically by the COVID-19 outbreak.

Purpose: The Champlain College COVID-19 Interim remote work outlines eligibility, procedures, and expectations regarding staff members working remotely during the COVID-19 pandemic.

Procedure

Employees should work with their manager if they are requesting a flexible work schedule. If a flexible work schedule does not meet the needs of the institution either the employee or employee's manager should reach out to the People Center for guidance. Employees unable to work during this time may be eligible for leave under the provisions outlined in the COVID-19 Leave of Absence Policy (Families First Corona Virus Response Act).

Eligibility for Short-Term Remote Work

For the Fall Semester team members who can continue to do their job remotely will work from home through the end of the year. Managers will ensure that their departments perform critical work to care for the Champlain College community and maintain operations to the appropriate extent communicated by the College; flexibility may be given to non-essential work.

Mission critical-essential **staff who support campus operations and whose work must be performed on-site will not be eligible for remote work.** These mission critical-essential staff are in roles that support operational needs of the College associated with the physical campus or in-person support of students, including on-campus instruction and academic success, student health and safety, and residential life. If a Mission critical-essential staff member is unable to return to on campus work, managers will work directly with the employee and People Center.

Managers should regularly communicate with their staff regarding any changing business needs (such as the need to report to campus).

Expectations for All Staff

To the extent possible, an employee's job duties and responsibilities will not change due to temporary remote work. Performance of job duties, work output, productivity, and service to the employee's department must be maintained at the standards set by Champlain and the employee's supervisor. Temporary remote work employees should be available during business hours via email and phone for communication with relevant communities as necessary.

Temporary remote work schedules may include flexible work hours outside of regular business hours, or reduced work hours (paid accordingly), to accommodate the challenges employees may face in their homes and in their communities as a result of the COVID-19 outbreak, as determined at Champlain's discretion. Employees will protect College information by adhering to [all Information Security Policies](#) regardless of work location..

Expectations for Managers

Open and ongoing communication between the remote employee and their manager is key to a successful temporary remote work arrangement. It is expected that the employee and supervisor will work together to keep each other apprised of events or information obtained during the working day. Employees should communicate with their supervisor to identify in advance, and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary remote work. Likewise, employees must promptly notify their supervisor in the event that personal circumstances, such as illness or dependent care responsibilities, interfere with the employee's ability to fully perform their agreed upon job duties. Modifications will be considered as needed, and implemented when possible to the extent deemed appropriate by Champlain.

General Agreement

Staff members must comply with Champlain rules, policies, practices, and instructions and understand that violation of these policies and practices may result in termination of remote work privileges and/or discipline up to, and including, dismissal from the College.

Short-term remote work in extraordinary circumstances does not change the basic terms and conditions of employment with the College. Remote work assignments do not change a staff member's classification, compensation, or benefits. The accrual and

charging of leave time is subject to the same policies and procedures applicable to non-remote work staff members.

Champlain College is an "at-will" employer, meaning that the employment relationship between the College and each of its staff members may be terminated at any time by either the College or the staff member, with or without notice or cause. Remote work assignments are not contracts or promises of employment. Nothing in a remote work assignment guarantees employment for any specific term, nor alters the "at-will" nature of employment.

Remote Workspace, Supplies, and Equipment

On a case-by-case basis, and subject to change at any time, Champlain will determine what equipment to provide to the employee to facilitate the remote work arrangement. Champlain accepts no responsibility for theft, loss, damage or repairs to employee-owned equipment. Any equipment that Champlain provides to an employee as part of a remote working arrangement shall remain the property of Champlain and Champlain will maintain that equipment. This equipment must be used for business purposes only. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to Champlain. Champlain will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities.

The remote worker should maintain a safe work environment, free from hazards to people and equipment. The employee will report any injury sustained while working remotely immediately to the employee's supervisor and Human Resources.