

**Side Letter of Agreement for  
Telecommuting/Teleworking  
(In Response to COVID-19 Outbreak)**

In response to the current COVID-19 virus outbreak and the District's efforts to minimize further transmission, it has become necessary for employees to be reassigned to work from their homes or other locations. The District and its labor groups (WE), Local 1 and United Faculty, understand that this agreement is temporary and in response to the fast changing and unforeseen events resulting from the COVID-19 pandemic. It is understood, the normal work assignments for classified professional employees and faculty are expected to be at District and college work locations during all normally scheduled work hours of each job assignment; however, under the current circumstances WE recognize there is now the necessity to still provide instruction and District, college, and student services. Therefore, following guidelines are intended to provide guidance to all employees our students and colleagues:

**Approving Telecommuting/Teleworking Assignments**

It is understood that not all positions and employees will be required to telecommute/telework during the COVID-19 pandemic. Those employees who telecommute/telework should coordinate their schedule and assignments with the appropriate department chair/dean and/or supervisor.

**Work Expectations for Telecommuting/Teleworking**

An employee assigned to telecommute/telework is required to perform their assigned work duties and be accessible as if they are working at their regular District/college worksite during the established assignment. Employees must be accessible during their scheduled work times via the manner and technology designated by their supervisor, which may include mobile phones (text and instant messaging), emails, laptop computer, and video conferencing. Some District/college technology (computers, phones, etc.) will be issued to those employees being asked to telecommute/telework. In the event, the District/college is unable to provide technology to all the employees due to a shortage, the District will ask for employees to use their personal devices voluntarily during this period.

During this time, and without putting employees at greater risk, some employees may also be required to physically attend meetings, trainings, or work-related activities as requested by their supervisor.

An employee is expected to adhere to professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards, and to comply with all District (as well as their program/department) policies and procedures, and Collective Bargaining Agreements (CBAs).

Classified Professional employees are expected to adhere to their assigned work schedule including rest and meal breaks. Changes to the work schedule or requests for overtime require prior approval in accordance with the procedures established by their supervisor.

Requests for sick, vacation, and other leaves of absence shall be made in accordance with established District/college policies and procedures, and CBAs.

If the employee's telecommuting/teleworking location is at the employee's home, the employee is solely responsible for the configuration of and all expenses associated with establishing and maintaining a workspace and related telecommunications services, including network costs, workspace furniture, energy or data charges. Requests for exception due to unusual circumstances should be submitted to the employee's supervisor for review; any exception must be approved in advance of any charges.

### **Safety Standards**

Employees who are assigned to telecommuting/teleworking at their home must also attest to meeting specific criteria and safety standards.

#### Employee's Home

An employee telecommuting/teleworking from home shall:

- Provide and maintain a work area adequate for performance of official duties.
- Complete their work assignments. If personal demands require the employee's attention, the employee shall notify his/her administrator of any changes to the expected work schedule and arrange for leave or other schedule adjustment to account for their time.

- Comply with all District policies and standards for safeguarding and protecting any confidential business information, personally identifiable information, and all other sensitive information they possess. The employee shall ensure confidential, personally identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and protects the information from unauthorized disclosure. The supervisor and employee shall discuss the safeguards and protections in place prior to the start of a telecommuting assignment, if needed.
- Use district-owned, mobile computer or personal computer to work from home. Consistent with district policy, staff members are personally responsible for the security of District-owned devices while in their possession away from the District/college work site. District-owned property shall be returned upon completion of telecommuting assignment.
- Assure and maintain a suitable work environment free of apparent potential injury hazards.
- Ensure that non-authorized persons are not provided or allowed access to view, use, or refer to District computers, data, and related information or equipment.
- Maintain all District data in accordance with District standards for data integrity.

#### Supplies

The District/College will supply the employee with appropriate office supplies for telecommuting/teleworking required to complete assignments.

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