

ST. MARY'S UNIVERSITY



In order to both meet the needs of the university to accomplish its educational mission and to minimize campus density for the purpose of employing techniques and practices prescribed by the Center for Disease Control, the university has developed a *temporary work from home and alternative scheduling* work policy that outlines position eligibility, restrictions and limitations. This policy provides provisions whereby the university may require an employee to work on an alternative schedule or work from home (telework). When possible, employees and the university will come to an agreement on participation in this program however the university reserves the right to determine which format or participation level will best support its mission. The university reserves the right to cancel this program or to extend the termination deadline at its discretion and in support of the mission.

Beginning on March 18, 2020, teleworking and alternative scheduling may be extended to select employees.

For telework, participation in the program may be requested by an employee as a benefit or by a supervisor as necessary for mission fulfillment. In either case, the position must be deemed appropriate for participation in this policy by the executive leader of the division (EDL) to which the position reports. Once identified, the employee or supervisor, as appropriate, must complete the work from home agreement, acknowledge the limitations and expectations of program participation, and receive acknowledgment of approval from the Office of Human Resources before work from home or alternate scheduling can begin.

Employees participating in the program are expected to contribute to the operational readiness of the university. Fulfillment of contractual obligations may differ depending upon the participating employee's role within the institution and should be identified on the policy agreement.

This program is temporary and fully revocable at the discretion of the EDL or the university through the Office of the President or Human Resources for any reason. This program will conclude on April 3, unless otherwise extended.

At the program's conclusion, all employees are expected to physically report back to campus for work and continue duties without further notification. There will not be an opportunity to apply for an individual extension of this program or permanent alteration of the position or duties once the program concludes or is terminated.

Department or office supervisor will retain the discretion to:

- Specify the requirements for days and hours necessary as work hours prior to approval for participation,
- Determine which employees must report to the campus intermittently and on which days,
- Expectations for communication, responsiveness, and other obligations of the telework agreement
- Or otherwise recommend to the EDL that the telework arrangement be ended if circumstances change or the employee fails to meet either requirements of a job description or of the telework agreement.

Participation in telework does not alter any expectations related to job performance or adherence to the employee personnel manual other than those outlined in physical location or work hours.

Supervisors are required to ensure that employees are performing and delivering services at the level agreed upon so as not to negatively impact the university's operation. In addition to telework options, the campus will work to adjust or stagger schedules or utilize both options to allow for enhanced social distancing techniques by preventing overlap in shared or communal office spaces or as might be necessary to serve students or university operations.

Employees may request to participate in a staggered schedule. Upon the recommendation of the supervisor and approval of the EDL, the employee will continue to meet employment responsibilities as described in job descriptions. The EDL may also determine that a staggered schedule may be needed to maintain university operations. Under this policy, the work hours of a position may not be permanently re-assigned for any reason beyond the policy's end date or its extension.

This program can be used in conjunction with the telework to ensure that all job responsibilities are being met. No permanent modifications to the job description or hours worked will be made or continue after this program concludes.

Checklist:

Program participants must work in a department and position that has been identified for participation;

Must obtain approval by their supervising member of the executive council and have completed the *temporary work from home and alternative scheduling* work agreement;

Have clear understanding of what adjustments are being made to their scheduling, location or combination of the two to meet demand;

All documentation must be submitted and approved by the Office of Human Resources before the temporary work from home and alternative scheduling policy can take effect.