



MEMORANDUM

TO: All Employees
FROM: Charles A. Prince, Vice President of Administration & Finance
DATE: March 25, 2020
SUBJECT: Work from Home (Work Remotely) Due to COVID-19

The safety of our faculty, staff, students and community is critically important at all times, but especially due to the current COVID-19 pandemic. As we remain flexible and adapt to the changing guidelines issued by the Centers for Disease Control and Prevention (CDC), the Florida Department of Health (FLDOH), and our college President, we want to provide guidance for employees who may need to work from home entirely, or for part of the workweek. Please remember, employees who work from home are paid regular hours, and supervisors will need to monitor and approve the hours reported as worked by hourly workers.

Responsibilities of Supervisor

1. Determine who on your team will work from home:
 - a. Consider rotating office coverage for your teams if need be, keeping in mind that the goal is to have as many employees to work from home as possible to minimize the number of employees on campus.
 - b. Consider availability of broadband access at home (please do not encourage your employee to work in a public setting (i.e. coffee shops, restaurants, etc.) as this may increase their risk of exposure.
 - c. Expect fluctuations in productivity (especially when children are home due to school, daycare and aftercare, and camp closures). CF general guidelines require that employees are available during normal work hours of 8-4:30 pm, however, some exceptions can be made for employees with children at home to account for breaks needed during the day to care of children (ie. allow employee to start their day earlier or end the day later).
 - d. Meet with employees to discuss expectations (i.e. meeting attendance; availability through Skype, email and phone during work hours; continued student, faculty, staff and community interactions using technology; daily/weekly updates on assigned work products/projects, etc.).
 - e. Remind employees that working from home is not in lieu of taking sick leave if the employee is sick, or otherwise needing to be out on sick leave.
 - f. Please remember all hours worked over 40 hours for our hourly employees will qualify as overtime or compensatory time. At this time, we are not approving any overtime hours; ensure that hourly employees are aware that they are not to work more than their regularly scheduled hours per week.
 - g. Encourage use of emails and other electronic communications such as phone calls, conferences, IMs and Skype when contacting other departments if possible.
 - h. Consider supplies required for working from home (encourage printing in office when possible). Please ensure your employees have the necessary office supplies to work from home.
 - i. Understand password expiration requirements when working from home
<https://inside.cf.edu/departments/it/passwords.htm#>
 - j. Help Desk access and support with hours of operation:
<https://inside.cf.edu/departments/it/ithelp.htm>
 - k. Determine which employees will need VPN access. Please work with IT directly if employees will need to access secure files/folders.

- l. Test all technology in work-from-home scenario.
- m. Maintain confidentiality of college information and implement process to limit the need for employee to print or maintain files at home with student or employee personal information (please ensure destruction/shredding of confidential/personal information). Please do not delete records or information shared with other employees to stay compliant with our public records law.
- n. Time and leave approval using the current process. See below for Time Approval.
- o. Stay informed through official college communications referencing COVID-
<https://www.cf.edu/community/pr/college-update/>

2. Time Approval

- a. All hours employees work from home are considered regular hours. Employees must still get permission to work overtime hours. Supervisors will still be required to certify a work week of at least 37.5 hours for all full time staff and 35 hours for full time faculty.
- b. Hourly employees (full time and part time) must complete a bi-monthly time sheet, submitting it electronically to their supervisor: [Semi-Monthly Time Sheet 2020 STANDARD](#)
- c. Leave requests process is the same (except for COVID-19 quarantine and cannot work from home as identified at the end of this document)
- d. Doctor's notes are not required for sick time requests through the supervisor (not including FMLA)
- e. Stay informed through official college communications referencing COVID-19:
<https://www.cf.edu/community/pr/college-update/>

Responsibilities of Employee

1. Communicate

- a. You are expected to comply with Administrative Procedure – Temporary Telecommuting Assignment Related to Coronavirus/COVID-19
- b. When in doubt, please ask your supervisor. This is new and different for all of us.
- c. Follow expectations and guidance set by your supervisor.
- d. Test at-home technology as soon as possible.
- e. Maintain confidentiality of college information (shred any working documents with student and/or employee personal information).
- f. Do your best to find quiet space to make calls to students, faculty, staff and community.
- g. Employees are expected to be available during your scheduled regular working hours.
- h. Work with your supervisor for all leave requests.
- i. Document time worked using the current process. Gain approval from your supervisor prior to working overtime hours (CF is not currently approving overtime).

2. Traveling

- a. Do not work from public spaces (i.e. coffee shops, restaurants, etc.) as this may increase your risk of exposure.
- b. Minimize travel to your work site and between campuses except as outlined by your supervisor.

For those employees who do not have a role that allows him/her to work from home, please work with your supervisor for additional guidance.

Resources for Full Time Employees:

Please use our [Employee Assistance Program](#) for you and members of your household. We understand the stress and anxiety that you have as an employee, a leader and especially as a family member. Many services are free and all services are confidential.

Please utilize telemedicine options to the extent possible. Full time employees who are currently enrolled in our group health insurance can use [Teledoc services](#).