

Temporary Telecommuting Guidelines

Yavapai College (YC) encourages directors and supervisors to implement social distancing as a method to minimize the spread of the COVID-19 virus (referred to throughout this document as the current health situation).

These Temporary Telecommuting Guidelines should be used in instances in which a supervisor determines that an employee may temporarily telecommute as a means of social distancing.

When YC determines the need for social distancing has ended then the temporary telecommuting arrangement as described in this document will end. Note that having successfully engaged in temporary telecommuting does not guarantee future telecommuting.

- A. You and your supervisor agree that you will temporarily telecommute on the following schedule: the following days: _____ with the following frequency (such as each week, every other week, each month, etc.) _____. You understand that telecommuting is a temporary measure only, and will be reviewed continuously during the period in which YC encourages social distancing as a measure intended to address the current health situation. Accordingly, YC may alter this schedule or end the temporary telecommuting agreement at any time.
- B. This temporary telecommuting arrangement will begin on _____ and will remain in effect unless altered or terminated at any time as described in paragraph A above.
- C. You agree to maintain a presence with your department while temporarily telecommuting. Presence may be maintained in the manner and using the technology, directed by the department, which remains readily available such as by laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging and/or text messaging during the times the department expects you to work.
- D. While temporarily telecommuting, you will work just as if you were in your regular work location, and maintain productivity, performance, communication and responsiveness standards as if you were not temporarily telecommuting. You will maintain the same response times as if you were at your regular work location. You will make yourself available to physically attend scheduled work meetings as requested or required by the department.
- E. This Agreement does not change the basic terms and conditions of your YC employment. You agree to perform all of your duties as set forth in your job description, as well as those additional and/or different duties that the supervisor may assign from time to time.
- F. If you are a non-exempt employee, you agree to have any overtime hours approved by your supervisor in advance of working them. In addition, you will take your regularly scheduled rest and meal breaks while telecommuting. You will track your hours using the current method of time reporting in your department.
- G. You will be solely responsible for the configuration of and all of the expenses associated with your telecommuting workspace and all services. Resources are available to you to assist you in assessing and maintaining your telecommuting worksite in a safe and ergonomically appropriate manner, and you agree that you will utilize these resources for that purpose. (https://www.yc.edu/v6/facilities/docs/risk-management/desk_ergonomics.pdf)
- H. Any injury incurred by you during working hours and all illnesses that prevent you from doing your job at home must be reported promptly pursuant to YC Policies and Procedures and Incident Reporting. Information concerning YC's workers compensation process is found on the [HR Website](#): Forms/Accident/Incident Report form and Accident/Incident & Workers' Comp Guidelines

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- I. You remain obligated to comply with all College and Department policies and procedures. By signing this Agreement, you are also confirming you have read, understood and will comply with all policies contained on the YC Policy Page <https://www.yc.edu/v6/policies/>.
- J. Regardless of whether using personal or YC-owned mobile devices for YC work while telecommuting, you are responsible at all times for the access, use and security of those mobile devices. Further, you are required to follow all YC IT procedures and standards located at: <https://www.yc.edu/its/procedures-standards.html>
- K. All employees are reminded that access to and storage of sensitive data is limited to approved storage only, as noted in YC's 'Information Security Data Classification Standard'. Storage of sensitive data on personal devices is expressly forbidden.
- L. You acknowledge that if your supervisor deems that temporary telecommuting is not working effectively, your supervisor may at any time adjust or end the temporary telecommuting arrangement. Your supervisor will, in most cases, provide at least 24 hours' advance notice of any changes to the temporary telecommuting arrangement.
- M. You agree that effective when you begin temporarily telecommuting, you will be telecommuting from the following City and State: _____ . You agree to discuss any changes in your telecommuting location with your supervisor prior to such change.

UNDERSTOOD AND AGREED:

Please submit this form to your supervisor from your YC email account. By submitting from your YC email account, we will consider this your electronic signature.

APPROVED BY:

Approver Signature (Director/Supervisor) Date

Print Name and Title

Department

CC: Supervisor Maintains Signed File Copy