

**Policy Title:** Remote Work Policy

**Effective Dates:** March 17 – May 15, 2020

---

### Summary

This policy governs employee pay and leave associated with the PSC campus closure and shift to online coursework announced March 17, 2020. Remote work arrangements and documentation are also addressed.

---

### Policy

Campus will be open through March 22. During this period the following policies apply:

- Offices are open and employees are expected to work as scheduled. Supervisors are encouraged to implement Remote Work arrangements with individual employees wherever practical on a case-by-case basis.
- All permanent employees who work as scheduled, either remotely or on-site, will be paid for hours worked at their regular rate of pay. Per college policy, remote work must be approved in advance by the employee's supervisor.
- All employees who choose not to work as scheduled may, after consultation with their supervisors, charge the time as leave in accordance with our standard leave policies. Examples include employees who are concerned about working due to risk of illness and those who stay home for childcare obligations.
- Employees who are quarantined or placed in isolation by health officials due to coronavirus exposure, and whose job responsibilities cannot be performed remotely, will be placed on college-paid leave and will receive their regular rate of pay during the quarantine period. Employees must enter leave time in Paylocity using the "campus closure" designation. Employees will not be required to use personal leave during the quarantine or isolation periods.

Campus will be closed from March 23 to May 15. During this period the following policies apply:

- Faculty and Staff are expected to work as scheduled.
- The expectation is that the majority of employees will work from home or other off-campus location. A Remote Work Plan must be approved by the employee's supervisor and documented with Human Resources. Please see details below regarding the information needed.
- All employees who work as scheduled, either remotely or on-site, will be paid for hours worked at their regular rate of pay.
- Employees who do not have the necessary computers, connectivity, or other tools to work remotely must work with their supervisors to determine whether their work is critical. Critical functions will be supported with temporary laptops and other tools to the extent that the college is able to provide these resources.
- Employees who are unable to perform their jobs remotely will be placed on college-paid leave and receive their regular rate of pay. Employees must enter leave time in Paylocity using the "campus closure" designation. Employees will not be required to use personal leave during this period.



- Employees who are unable to complete a full day of work must document their unworked hours using the “campus closure” designation in Paylocity.
- Faculty and staff whose jobs require them to be on campus, either to perform critical campus-based functions or to access necessary tools and/or technology that are not available while working remotely, will be eligible for additional leave time or premium pay, subject to prior approval by the employee’s supervisor.
  - Hourly workers will receive full pay plus a 15% premium
  - Salaried workers will receive full pay plus one extra paid leave day for every 10 full work days

#### ADDITIONAL INFORMATION

Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce their risk of infection. These changes should be addressed with Human Resources. Supervisors should not make informal medical accommodations for employees. Supervisors should not agree or decline remote work for higher-risk employees without consultation with Human Resources. Remember that employees do NOT have to disclose health conditions to supervisors; the appropriate venue for this is Human Resources.

#### REMOTE WORK AGREEMENT AND DOCUMENTATION

A Remote Work Plan must be approved by the employee’s supervisor and documented with Human Resources. Advance approval is preferred; however, this is flexible given the challenging circumstances. Written plans must clearly document the following:

- Approval to work remotely and duration of agreement.
- Designated work location.
- Hours of work agreed upon and any flexibility with those hours. Flexibility is an especially important consideration for employees who are caring for children at home.
- Specific work responsibilities and areas of focus to be handled remotely.
- Expectations for the employee’s communications with his or her supervisor, colleagues, and external parties.
- Contingency plan for continuation of work if internet service or other critical systems) become unavailable at the employee’s remote work location.

A brief email documenting this agreement must be sent to Gwen Goodman, HR and to the supervising Cabinet member.

#### IMPORTANT NOTE REGARDING CHILDREN AT HOME AND REMOTE WORK

During the campus closure period, remote work may occur while dependents are present, under the following guidelines:

- Paul Smith’s College is not responsible or liable for the health and safety of your dependents while you are working remotely, or for your health and safety while you are delivering care to your dependents. It is up to the employee to determine whether work can be conducted safely.



- Employees are expected to determine what they can reasonably accomplish while dependents are under their care (whether healthy or ill), and the amount of time they expect to be able to work. Changes must be promptly communicated to supervisors.

---

**Definitions**

---

**Other Related Information**

---

**Procedures**

---

**Forms**

---

**Authority**

This policy is enacted by Human Resources with the approval of the college President.

---

**History**

First publication March 17, 2020

---

**Appendices**