

TEMPORARY and EMERGENCY Telecommuting/Remote Employment Guidelines Associated with COVID-19

Decisions to allow an employee to work from home or work remotely will be considered during the COVID-19 event. Temporary telecommuting or remote employment is a work arrangement where selected Winthrop employees are allowed to perform the normal duties and responsibilities of their positions, through the use of computers or other telecommunication equipment, at home or at an alternate work location apart from the employee's usual location of work. Telecommuting may be a part-time or a full-time arrangement.

Who are the best candidates for telecommuting/remote employment?

Generally, employees who are successful in telecommuting include, but are not limited to, employees who:

- Are able to work productively on their own
- Are self-motivated and independent
- Have a low need for social interaction
- Have good communication skills.

Moreover, tasks and functions generally suited for telecommuting include, but are not limited to:

- Data processing
- Research and policy development
- Telephone-intensive tasks
- Computer-oriented tasks (programming, data entry, word processing, etc.)
- Intensive thinking and writing tasks (policies, programs, papers, etc.)
- Project-based work
- Reviewing cases
- Computer-based training

General Statements

1. During the COVID-19 event, supervisors are strongly encouraged to allow employees to telecommute. When the university returns to normal operation telecommuting approval and assignments will be recalled and employees will be notified when they should physically report to work.
2. AT NO TIME should any employee, even an essential employee, be required to work if they are sick.
3. During this emergency situation, Winthrop may **require** essential employees to work from home. The determination of which employees are considered “essential” will be made by the divisional vice president, and may change depending on the dynamic circumstances surrounding decisions made as a result of the COVID-19 event.

4. ONLY those employees whose job functions are essential to the ongoing operation of the university may be **required** to work from home during a period of self-quarantine or during the time the University is closed due to an emergency situation.

Conditions of Telecommuting

1. During this particular time, an employee may be allowed to perform all or a portion of their regular duties remotely. If the determination is made to allow the employee to perform a portion of their regular duties remotely, the specific job duties to be performed must be identified in writing to, and acknowledged by, the employee. Otherwise, all duties will be required to be performed just as if the employee were working in their campus location.
2. Employees must be available for email, phone calls, video conferencing, etc. during the time they are considered to be working.
3. Employees will follow regular processes for notifying the supervisor of the need to be out of the office.
4. The employee will continue to comply with Federal and State laws and regulations, as well as Winthrop's policies and procedures, while working at the remote location.
5. Work hours, overtime compensation (for non-exempt employees), compensatory time, and leave benefits will not change as a result of telecommuting. Requests to work overtime or use sick, annual, or other leave must be approved by the supervisor in the same manner as when the employee was working at the employee's usual work location. An employee shall not work overtime unless authorized in advance by the supervisor.
6. Winthrop's security controls and conditions for the appropriate handling of confidential information and the use of the state-owned equipment for the official work location will also apply to alternate work locations.
7. Winthrop may terminate the telecommuting arrangement at any time with or without cause, and this determination is final in terms of administrative review.