

Winthrop University
TELECOMMUTING DURING CAMPUS CLOSURE

As we work to limit the impact of COVID-19 and keep our campus community safe, VPs may work with supervisors to allow employees to work from home during the time the Governor has ordered the university closed, or until an announcement is made to recall all telecommuting work. Telecommuting work may be made available for staff, including temporary employees, to the extent possible. Supervisors are encouraged to be creative in assigning work to employees who otherwise would not be in paid status during this time, even if work could only be assigned for a portion of the time the university is closed. However, **in no instance should an employee be allowed to record working time for periods when they are not performing some type of authorized work.**

AT NO TIME SHOULD ANY EMPLOYEE BE REQUIRED TO WORK WHILE THEY ARE SICK.

At a later time, supervisors will be asked to report to HR the names of those employees who are approved to work from home, and the dates for which work from home is approved. Supervisors should be prepared to provide this information when requested.

The option for telecommuting is only in effect during the period of this particular COVID-19 event. Telecommuting arrangements may be terminated at any time. Questions regarding telecommuting may be directed to HRHelp@Winthrop.edu.