



## TEMPORARY TELECOMMUTING EXPECTATIONS

**March 31, 2020**

In order to minimize the spread of the COVID-19 virus (referred to throughout this document as the “current health situation”), North Orange County Community College District (District) has developed a Temporary Telecommuting Program (TTP) with input from affected constituency groups.

The TTP is a temporary measure to address the current health situation and will only be used for that purpose. Participation in the TTP cannot be the basis for a request for future telecommuting that is not related to the current health situation. Note that having successfully engaged in the TTP does not require management to agree to any future telecommuting.

Employees telecommuting is a temporary measure only and will be reviewed continually during the period in which the District encourages physical distancing as a measure intended to minimize the spread of the current health situation. The District may alter this schedule or end the temporary telecommuting at any time at its sole discretion. The following are express guidelines and expectations for employees who telecommute:

- A. Telecommuting employees must abide by all District and departmental policies, procedures, rules and regulations, Collective Bargaining Agreements, state and federal laws and regulations. Employees will continue to abide by practices, policies, procedures, for requesting sick, vacation, and other leaves of absence.
- B. Telecommuting employees are required to perform their assigned work duties and be accessible as if they are working at their District worksite during the established telecommuting Work Schedule. Employees must be accessible at all times during their temporary telecommute scheduled work times via the manner and technology designated by their Immediate Management Supervisor, which may include laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging and/or text messaging. Employees will make themselves available to physically report to work as required by their Immediate Management Supervisor.

During the period that employees are temporarily telecommuting, employees will check District-related email, telephone, or other designated communication methods on a consistent basis as if employees were working at a District work site.

- C. While temporarily telecommuting, employees will maintain professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards as if employees were not temporarily telecommuting. Employees remain obligated to comply with all District and Department’s policies and procedures.

- D. [For Non-Exempt Employees] Employees may not deviate from their assigned work schedule and are required to take rest and meal breaks while telecommuting in full compliance with their collective bargaining agreement. Employees are prohibited from working additional hours outside of their temporary telecommute work schedule and are expressly prohibited from working overtime without prior approval from their Immediate Management Supervisor.
- E. Employees are responsible for the configuration of and expenses associated with establishing and maintaining a telecommuting workspace and related telecommunications services, including network costs, workspace furniture, energy or data charges, unless the Department expressly agrees otherwise in advance of employees incurring the cost. Employees must work with their Immediate Management Supervisor to assess what is necessary to perform work at home while telecommuting.
- F. By participating in the TTP, employees will maintain a safe and ergonomically appropriate telecommuting worksite. Review the “Office Ergonomics” program and related resources in MyGateway/District Forms/Risk Management/Ergonomics folder for details. If you have questions, please email the Risk Management Office at [toh@nocccd.edu](mailto:toh@nocccd.edu).
- G. All work-related injuries incurred while performing work-related tasks/duties within the work hours, and all illnesses that are job-related must be reported immediately to their Immediate Management Supervisor. In the event the Immediate Management Supervisor is unreachable, contact the District Risk Management Office for medical care information. Complete information regarding the District’s Workers’ Compensation program and forms can be found on the District Website under Risk Management Department page or the employee tab in MyGateway.
- H. If for any reason employees use a personal device while telecommuting, employees must consult with their Immediate Management Supervisor as well as the District’s or campus Information Services staff to ensure the appropriate set up of the personal device(s). Employees are prohibited from tampering with any software, firmware or hardware provided by the District or loaded onto employees’ personal devices to enable employees to perform District work.
- I. When using Virtual Private Network (VPN) account, employees are required to use either a mobile device (for example, laptop, tablet), or a desktop. When VPN is authorized for an employee, it will be the sole method utilized by the employee to perform telecommuting work.

Regardless of whether using personal or District-owned devices for District work while telecommuting, employees are responsible at all times for the access, use and security of those devices. Employees must NOT download any privacy data related to students or employees such as Personal Identifiable Information (PII) from Banner or any other District data system. Employees must be sure to connect mobile devices from a secured network (one that requires a username and password). Employees must take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access while telecommuting. Employees agree to close or secure all connections to District desktop or system resources (i.e., remote desktop, virtual private network connections, etc.) when not conducting work for the District. Approval to use non-District issued mobile devices and personal desktops can be revoked at any time.

- J. Employees must take reasonable precautions to prevent third parties from gaining access to sensitive and confidential information of students or employees while telecommuting. Employees shall protect confidential information from unauthorized disclosure, use, or access and shall take necessary precautions to secure confidential information to the fullest extent possible. Employees will maintain control of confidential information at all times while telecommuting.
- K. By participating in the TTP, employees acknowledge and confirm they have read, understood and will comply with District Board Policies and Administrative Procedures in connection with employees' telecommuting expectations, including, but not limited to:
- 1) BP and AP 3050: Institutional Code of Ethics
  - 2) BP and AP 3720: Computer and Electronic Communication Systems
  - 3) AP 3750: Use of Copyright Material
  - 4) BP 6450: Wireless or Cellular Telephone Use
  - 5) AP 6520: Security for District Property
  - 6) BP 7100: Commitment to Equal Employment Opportunity and Diversity BP and
- L. Employees acknowledge and understand that management may at any time adjust or end the temporary telecommuting arrangement. Management will attempt to provide at least 48 hours' advance notice of any changes to the temporary telecommuting arrangement.
- M. Any breach of the Temporary Telecommuting Expectations by employee may result in termination of this Program.

CSEA



Dawnmarie Neate  
President

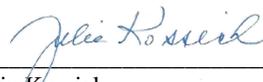


Matthew Phutisatayakul  
CSEA Labor Relations Representative

District



Irma Ramos  
Vice Chancellor, Human Resources



Julie Kossick  
District Director, Human Resources