

Telecommuting Expectations

Chancellor <chancellor@nocccd.edu>

Tue 8/18/2020 2:58 PM

Dear Classified, Confidential, and Management Employees:

I want to extend my sincere thanks to all of you, our Classified, Confidential and Management employees for your diligence and dedication during these challenging times. As we continue to adjust to new realities of the pandemic, it is incredibly important that our work remains efficient and effective so that we can best serve our students.

To this end, as we enter our fifth month of a remote work environment, it is important that expectations for telecommuting are widely reaffirmed and understood by all employees. There are two documents that cover telecommuting expectations for Classified and Confidential employees:

- **Temporary Telecommuting Expectations:** https://www.nocccd.edu/files/nocccd-temporary-telecommuting-expectations-3-31-20-final-signed_09177.pdf
- **CSEA MOU:** https://www.nocccd.edu/files/csea-mou-covid-19-6-30-2020-signed_24371.pdf

Highlights of the expectations are as follows:

- Employees who are working remotely are required to perform their assigned work duties during the established telecommuting scheduled work hours.
- Employees must be accessible at all times during their temporary telecommuting work schedule via the manner and technology designated by their Immediate Management Supervisor, which may include: access to laptop or 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.
- All public employees are designated as disaster service workers per the California Government Code §3100. Employees who are required to return to work on campus/site shall report to work within two hours as directed by their Immediate Management Supervisor.
- Employees are not authorized to work out of state while temporarily telecommuting.
- While temporarily telecommuting, employees will maintain professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards as if employees were working on-site.
- Employees remain obligated to comply with all District and department policies and procedures.
- Employees must work with their Immediate Management Supervisor to assess the necessary tools and technology needed to telecommute successfully.
- Employees who have been instructed to return to work on-site and require ADA Reasonable Accommodations related to returning to the workplace should contact Human Resources at 714-808-4816.

Any questions regarding the Temporary Telecommuting Expectations or the Memorandum of Understanding should be addressed with the employee's Immediate Management Supervisor as soon as they arise.

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