


SPOON RIVER COLLEGE				Approved by: 
Policies and Procedures Manual				
Title:	Temporary Emergency Telecommuting Policy			
Insert:	3.5.6	Date:	3/20/2020	
Replace:		Date:		
Reviewed:	3/20/2020	Date:		
Remove:		Date:		

POLICY:

In an effort to take measures designed to increase the protection to the health, safety, and welfare of the faculty, staff, and students of Spoon River College, as well as the communities it serves, and to comply with the directives set forth by the Governor, SRC is adopting this temporary telecommuting policy and related guidelines effective March 23, 2020. This policy is being implemented due to the extraordinary circumstances posed by the current public health circumstances, and is not to be considered as precedent or practice beyond the expiration of the policy. This policy will remain in effect through the close of business on April 9th, 2020 unless extended by the President. Employees will report to their usual worksite at their usual reporting time on April 13, 2020 unless otherwise informed by their supervisor.

SCOPE:

This policy applies to all employees at all sites of SRC. All supervisors and employees should be familiar with the contents of this policy and its supporting guidelines.

DEFINITIONS:

Exempt Employee – A salaried employee who is employed in a position determined to be “exempt” per the Fair Labor Standards Act (FLSA). Exempt employees do not earn “time and a half” compensation for working greater than 40 hours per workweek.


Non-Exempt Employee – An hourly paid employee who is employed in a position determined to be “non-exempt” per the Fair Labor Standards Act (FLSA). Non-exempt employees earn compensation at “time and a half” (or 1.5 times) their usual hourly pay rate for each hour worked over 40 hours per workweek.

Telecommuting – Allows an employee to work at home or at another off-site location for a specified number of hours per week. A combination of onsite and off-site work may be arranged under this option.

Workweek – The College’s normal work week is forty (40) hours per week, including lunch periods, beginning at 12:00:01 a.m. on Saturday and ending at 12:00:00 (midnight) the following Friday. This workweek cannot be changed, and any hours worked in excess of forty (40) during that workweek will be eligible for compensatory time (non-exempt only). The normal workweek consists of five 8-hour days, Monday – Friday 8:30 a.m. to 4:30 p.m.

DETAILS:


Employees are expected to perform assigned work duties during assigned business hours although reasonable amounts of time for rest and/or meal breaks are permitted. Violations of any of the terms outlined in this policy may be subject to the progressive discipline policy and discipline outlined in applicable collective bargaining unit agreement. Serious misconduct may be subject to more serious consequences including termination. Just for the purpose of an example, a serious misconduct violation might include disclosing confidential college/student information with non-college personnel.

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PROCEDURE(S):

The following guidelines and expectations are applicable to this policy:

- All faculty and staff shall, for the period of March 23, 2020 through April 12, 2020 work remotely from their homes to the extent possible, unless required to report to their usual worksite as referenced below.
- Employees must be available and on call for communication and contact during regular business hours or as instructed by their supervisor.
- Employees who are directed to not work will receive pay for their regularly scheduled hours. Employees who are asked to physically perform their job duties will receive pay for their regularly scheduled hours.
- Employees are allowed to take their normal break times and lunch periods as per College policy.
- Employees should not make any work-related purchases without pre-approval from their supervisors or without following the usual and customary purchasing policy and guidelines.
- Every reasonable effort will be made to provide faculty and staff with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain the continuity of business operations at SRC.
- SRC-issued devices may be used for business-related purposes only.
- Supervisors may direct employees to report to their regular work location for the limited purpose of performing a task which may not be accomplished remotely and which is necessary for the ongoing operation of SRC. However, no gathering at SRC shall exceed ten (10) individuals in a single location while performing such task.
- Supervisors requiring employees to report to their regular work location shall notify the Office of the President and the Director of Facilities of who will be reporting, where they will be reporting, and the amount of time they will be at the worksite.
- Any employee requested or directed to report to work who believes that s/he is at a heightened risk or who may be experiencing symptoms congruent with Covid-19 shall immediately notify the SRC Human Resources Department and request to be relieved of the request or directive and such request will be addressed by the Office of the President.
- The College assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The College also assumes no liability for damages to employee's real or personal property resulting from participation in the temporary telecommuting program. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use in the College and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.
- The College is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as temporary telecommuting alternate work locations. For employees who are required to engage in work from home, the

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college will determine and provided reimbursement for expenses incurred for using personal device and data for work purposes in accordance with the law. Employees should follow the expense reimbursement policy/process to request reimbursement.

- Employees shall perform the remote work from Employee’s residence, and shall not work from any other location without the express approval of the College.
- The Employee will communicate with Employee’s supervisor as necessary to receive work assignments. The Employee will complete all assigned work according to work procedures agreed upon and provide the supervisor with work status reports to ensure communication exists regarding work load and project completions.
- Employees must safeguard College information used or accessed while temporarily telecommuting, in accordance with the College’s policies and other applicable technology policies. Temporary telecommuting employees must agree to follow College-approved security procedures in order to ensure confidentiality and security of data.
- While working remotely, Employee remains subject to all college policies and procedures.
- Employee may not meet with any third party at Employee’s residence to conduct college business.
- Temporary telecommute policies and decisions are not subject to grievance.