

COVID-19 Interim Telecommuting Policy

Due to the extraordinary circumstances associated with COVID-19, and the fact that this situation is now classified as a pandemic, the College is providing a short-term Telecommuting Policy for administrative staff effective immediately and for the next two weeks from March 16, 2020, through March 29, 2020 (“relevant period”). At the end of this relevant period, Wellesley will reevaluate this policy and may extend it for an additional period, if required.

Eligibility for short-term telecommuting

Division and Department Heads, at their own discretion, may allow some or all of their staff to telecommute on a short-term basis during the relevant period. Telecommuting arrangements may be part-time or full-time. Managers are responsible for ensuring that their departments continue to perform critical work and maintain operations to the best extent possible, as the College will remain open.

Some departments do not need to have employees physically present on campus to support the operations of the College and to complete job duties effectively. These departments may elect to have all administrative employees work from home. Other departments, where some or all of the critical job duties cannot be performed remotely, should consider a staggered schedule. A proposed staggered schedule should aim to provide sufficient administrative staff on campus at all required times, to the best extent possible.

Some administrative staff positions are not generally ones where working from home is an option. However, during the relevant period, Wellesley asks that Division and Department Heads try, where possible, to assign meaningful work for staff in such positions. If there is no possibility of remote work, the employee may use all types of accrued time during this period. If the employee does not have sufficient accrued time, please notify Human Resources as soon as possible.

Some administrative staff may not have internet in their homes. The following information may be helpful to your staff:

Comcast Internet Essentials

“Effective Monday, March 16, 2020, Comcast is offering 2 months free to new Internet Essentials customers in response to recent and anticipated emergency measures associated with the Coronavirus (COVID-19).”

Source: <https://www.internetessentials.com/covid19>

Charter Spectrum Broadband

“Charter will offer free Spectrum broadband and Wi-Fi access for 60 days to households with K-12 and/or college students who do not already have a Spectrum broadband subscription and at any service level up to 100 Mbps. To enroll call 1-844-488-8395. Installation fees will be waived for new student households.”

Source:

<https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more>

Managers should regularly communicate with their staff regarding this interim telecommuting arrangement, as well as changing business needs throughout the relevant period, such as the need to report to campus. Managers may revoke a short-term telecommuting agreement at any time and for any reason.

Expectations for administrative staff

Telecommuting staff members are responsible for fulfilling the expectations agreed upon with their manager regarding the scope of their telecommuting assignment, such as:

- Accomplishing position responsibilities
- Working scheduled hours.

-Non-exempt employees will still be required to comply with Wellesley rules regarding rest/meal breaks, overtime, and other wage and hour requirements.

- Scheduling regular business meetings by conference call or Zoom
- Communicating regularly regarding College business
- Communicating the status of work assignments to their managers
- Meeting scheduled deadlines
- Reporting time worked where applicable and exception time (sick/vacation/personal)
 - Non-exempt employees will be required to record all time worked in the same manner as if they were working on the campus
- Following all College policies: staff members must comply with all Wellesley College policies and will be measured by the same performance management process. Staff are responsible for maintaining the confidentiality and security of all Wellesley confidential communication and for using Wellesley electronic devices in compliance with Wellesley rules and applicable law

Additional guidance for administrative managers

You should plan the telecommuting assignment to ensure it will be mutually beneficial to both the employee and the College. Circumstances may change quickly during this fluid situation, and you are responsible for ensuring that your department maintains adequate business operations.

Additionally, emotions may run high with employees experiencing stress from their personal circumstances, in addition to any anxiety from disruption to normal routines. Without clear communication and specific directions from management regarding job duties and expectations, it is easy for people to make assumptions, misinterpret directions, or further compound issues by not having a shared understanding of the role and expectations. Please take the time to speak with each of your team members in advance to ensure smooth transitions during this time of change.

The expectations you have for each telecommuting assignment may vary among your team members, based on their role, needs, and unique circumstance. Please communicate clear expectations to your team members prior to the start of telecommuting assignments.

Below are sample expectations; some of these may apply only to certain of your staff members and not others. Please tailor the requirements and add to the sample expectations below to match the job duties and meet the needs of each of your team members.

1. The opportunity to work from home will be granted for a limited period of time during the relevant period only.
2. Any accident or injury that occurs as a result of engaging in a telecommuting arrangement, should be reported to the manager immediately to determine if it is necessary to complete an Accident Reporting and Treatment (ART) Form [<http://bit.ly/15ttUz6>].
3. Telecommuting arrangements do not allow employees to work another job or run their own business during the time they are required to be completing their job duties for Wellesley.
4. Telecommuting is not an employee benefit and does not affect compensation in any way.
5. The opportunity to work from home may be withdrawn at any time.
6. If an employee cannot work remotely because they are ill or caring for a family member who needs assistance, the employee should notify their manager as soon as possible but in no event later than the beginning of the work day.
7. During this telecommuting arrangement, employees are required to adhere to all College timekeeping policies and procedures.
 - a. For non-exempt employees:
 - You may work up to seven (7) hours each business day. Refrain from working over seven hours in one day, or over 35 hours in one week. If you are part-time, you should not work over your currently scheduled hours of work per week.
 - Take one 30-60 minute meal break.
 - b. For exempt employees:

- Only record half-day or more absences that are taken for sick/personal/vacation purposes
- 9. Respond to all time-sensitive emails and voicemails within one business day. If you are unable to do so, please inform your manager..
- 10. Forward your work phone to your voicemail and have it forwarded to email.
<https://www.wellesley.edu/lts/techsupport/phones/creating-a-personal-google-voice-account>
- 11. Participate in beginning and end of day zoom meetings to check in on team and individual assignments. Zoom meetings may also occur throughout the business day.
- 12. Complete tasks and projects on time and share status as directed by your manager.

This short-term telecommuting policy is designed to address the current extraordinary circumstances and does not change the basic terms and conditions of your employment with the College. Wellesley College remains an "at-will" employer, meaning that the employment relationship between the College and each of its staff members may be terminated at any time by either the College or the staff member, with or without notice or cause. Telecommuting assignments are not contracts or promises of continued employment or of a continued telecommuting arrangement. Nothing in this telecommuting policy or arrangement guarantees employment for any specific term, nor alters the "at-will" nature of employment.
