

Emergency- Temporary Telecommuting Policy

Policy Name: Emergency-Temporary Telecommuting Policy

Approval Authority: President

Interpreting and Implementing Authority: Human Resource Director

Effective: June 1, 2020

Last Revised: May 26, 2020

Next Review Date: 5 years from last revised date

Policy Statement

In the event of an emergency such as a weather disaster or pandemic, Wesleyan College may allow or require employees to temporarily work from home to ensure business continuity.

Entities Affected by the Policy

This policy applies to all employees (faculty and staff).

Policy Details

In the event of an emergency, Wesleyan may require certain employees to work remotely. Any non-essential employee will be advised, by their supervisor of the need to work remotely. Because emergency situations do not always allow time for preparation, it is important that employees are prepared to work remotely. This includes checking for appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

Either the employee or their supervisor can initiate a temporary telecommuting agreement during emergency circumstances. The employee and their supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

The employee's supervisor will prepare a telecommuting agreement that will need to be signed by both the employee and their supervisor.

The employee will establish an appropriate work environment within his or her home for work purposes. Wesleyan will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Wesleyan will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the College is to be used for business purposes only.

Consistent with the College's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of the College's proprietary information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and Wesleyan may require employees to return to regular, in-office work at any time.

Violations of the Policy

Employees who violate this policy will be subject to discipline by the assigned supervisor.

Interpreting and Implementing Authority

The Human Resource Director is responsible for the implementation and oversight of this policy.