

HUMAN RESOURCES BULLETIN

April 24, 2020

As we are nearing the end of the sixth week of the shelter-in-place order, the District continues to undertake efforts to further reinforce practices that promote the general health and safety of students and employees in an effort to help mitigate the spread of COVID-19 in our community. The District continues to operate in an online/distance modality and working remotely to serve our students. This could never happen without the hard work of the District's amazing employees. We want to send you a big thank you and want to make sure that you are settling in and taking good care of yourselves and your families.

This Bulletin details a set of guidelines to support employees in the District's new operating mode. We hope that you find the available resources useful to you on the Human Resources website at <https://smccd.edu/humanresources/hrcovidresources.php>. As always, should you have questions, please contact one of the Human Resources staff to assist you.

FLEXIBILITY

Second only to health and safety of students and employees, the District is urging maximum flexibility in maintaining operations. It is understood and acknowledged that the process for migrating work to different modalities will continue to be complex, inelegant and challenging. Employees and supervisors are strongly encouraged to continue to work collaboratively and exercise understanding and patience in this undertaking.

EMPLOYEE WORK EXPECTATIONS

The District's goal is to ensure that all essential District operations are maintained during this extraordinary event, with most employees working remotely and a limited number on-site. Employees should continue to maintain the same level of urgency, professionalism and attentiveness that is regularly exercised.

Flexible schedules: Realizing that under these new operating parameters it may be necessary to shift the times and dates to accomplish essential functions, supervisors should deploy flexible scheduling options for employees working remotely and on-site.

ALTERNATE WORK

Some employees may encounter circumstances where they are unable to work remotely and there is no on-site work needed in their current role. Under those conditions, supervisors should make efforts to find employees suitable work within their work unit. If this is not possible, then employees may be temporarily reassigned to other suitable and similar tasks within the District and will retain their current rate of pay for such work. The Human Resources Department can assist with these assignments as needed.

SHORT-TERM, TEMPORARY EMPLOYEES

For those short-term, temporary employees who have positions that cannot be migrated to remote work and there is no available work on-site, the employee will be compensated at their normal rate of pay for the hours they were assigned per week. This applies through the end of the spring 2020 semester.

STUDENT WORKERS

All student workers will be paid for scheduled work for the remainder of the spring 2020 semester, even if they are unable to complete that work. The District will continue to assess the possibility for alternate work for student workers.

EMERGENCY PAID SICK LEAVE & EXPANDED FAMILY AND MEDICAL LEAVE

Although nearly all employees are currently working remotely, there may be circumstances that prevent an employee from being able to work, either due to their own or another person's illness, or because children are at home due to school closures. Depending on your circumstances, you may be eligible for full or partial pay. Guidelines and forms can be found on the Human Resources website at <https://smccd.edu/humanresources/hrcovidresources.php>.

EMPLOYEE ASSISTANCE PROGRAM

The District's Employee Assistance Program, through Claremont EAP, offers work-life assistance to help employees and their family members manage problems related to work, personal relationships, stress, finances, substance abuse, and other life concerns. Claremont EAP has established a [COVID19 Resource Center](#) with links to resources and materials. Additional information about the District's EAP program, including a summary of benefits and list of webinars, can be found on the Human Resources website at <https://smccd.edu/humanresources/hrcovidresources.php>.

WORKING FROM HOME ERGONOMICS

Working from home can be challenging as many employees are having to transform kitchen tables and bedrooms into temporary home offices and workspaces. Many employees are working under less-than-ideal ergonomic conditions—a kitchen chair that's too low, a table that's too high. Ergonomic resources, including a presentation providing tips for an ergonomic workstation to keeping a routine to rest/stretch breaks, can be found on the Human Resources website at <https://smccd.edu/humanresources/hrcovidresources.php>.