



*Cañada College • College of San Mateo • Skyline College*

## **Working from Home Guidelines**

**The District's goal is to ensure that all essential District operations are maintained during COVID-19 with most employees working remotely and a limited number on-site. Realizing that under these new operating parameters employees working remotely will have questions and needs regarding their new remote worksites, the District has prepared these guidelines.**

### **Employee Work Expectations**

We have asked supervisors to be accommodating, flexible, patient, and understanding, however employees are reminded of work expectations while working remotely.

- Check District-related email, telephone, or other designated communication methods on a consistent basis as if the employee were working at their regularly assigned college/District work site.
- Adhere to professionalism, productivity, performance, communication, timeliness of assignments, and responsiveness standards, and to comply with all District (as well as their program/department) policies and procedures.
- Classified employees are expected to adhere to their assigned work schedule. Changes to the work schedule or requests for overtime require prior approval in accordance with the procedures established by their supervisor. Requests for sick, vacation, and other leaves of absence shall be made in accordance with established department/program procedures.

### **Safety Standards**

- The employee confirms that they have a suitable place to work remotely and that to the best of their knowledge the workplace is safe from conditions that could pose a hazard to health and safety or danger to District-owned equipment.
- Comply with all District policies and standards for safeguarding and protecting any confidential business information, personally identifiable information, and all other sensitive information they possess. The employee shall ensure confidential, personally identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and protects the information from unauthorized disclosure.

## **Ergonomics**

Most remote worksite needs can be addressed by making adjustments to a workspace. See [Working from Home ergonomics presentation](#). If these adjustments do not address workspace needs, an ergonomic assessment may be recommended. Prior to an ergonomic assessment, the following steps should be taken.

- The employee shall discuss ergonomic needs to work remotely with their supervisor prior to having Human Resources assess the need.
- The employee will need to complete the [Working from Home Ergonomics Assessment Request Form](#). A Human Resources representative will contact the employee to conduct a virtual workplace assessment and determine the need.

## **Technology and Equipment**

- The employee and the supervisor shall determine the minimum equipment and software necessary for the employee to complete assignments from the remote worksite in a timely, efficient, and professional manner.
- In determining which equipment (if any) shall be provided by the District/college, the Department/Division shall consider appropriateness and availability. If bringing office equipment home and/or ordering equipment is approved, the employee must complete the [District Property Loan Agreement](#). Please note Facilities is not able to assist employees bringing office equipment home, and ITS is only able to support remote installations. The employee is required to return any District property upon request after working remotely is completed.
- The Department/Division will maintain all equipment owned by the District. The employee will not perform maintenance or repairs on District-owned equipment.
- The employee is responsible for service costs, maintenance, and repairs of employee-owned equipment.
- Only District-owned software may be installed on District-owned equipment. The employee may not install or download any other software to District-owned equipment without supervisor approval.
- The employee shall never purchase or rent equipment, services or supplies on the assumption the Department/Division shall reimburse for the cost. Department/Division prior approval must be obtained prior to any expense incurred. In general, the employee is responsible for ongoing operating costs,



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such as telephone (mobile and landline) service fees, mobile phone data plans, internet fees, utility costs, and equipment rental fees, however for expenses incurred to be able to complete assignments may be reimbursable if prior approval is obtained and expenses can be verified.

- The Colleges/District Office will supply the employee with appropriate office supplies to complete assignments. The employee should check in with their supervisor on how to request office supplies.