

# Telework and Emergency Preparedness

In an abundance of caution, Rowan University (“University” or “Rowan”) is preparing an all-hazards plan for a possible response to any actions required as a result of the Coronavirus (COVID-19). Although the University cannot prevent the occurrence of all critical incidents, especially health related, we can identify actions that will mitigate the impact of an actual emergency. We can also identify risk reduction strategies and identify actions that will mitigate the impact of the actual emergency. In addition to preparedness, we must be prepared for continuity of essential operations and business recovery.

In anticipation of an emergency situation that disrupts departmental operations, Rowan has established an emergency telework policy to maintain critical functions and provide for continued operations in the event of a closure or quarantine. Telework arrangements may be established until normal operations can be restored at the usual work location.

This policy DOES NOT establish a precedent or a telework policy except during a university-declared emergency. Telework arrangements must comply with all federal and state laws, policies and procedures and provisions of the collective bargaining agreements. In anticipation of the implementation of this plan, the following requirements must be met:

- Divisional leaders must identify essential operations that must continue during a campus closure (i.e., payroll processing, admissions processing)
- Supervisors must identify essential personnel who will be needed to work from home based on the work, physical environment, equipment and technology. More than one employee should be identified since individuals may be unable to work due to their health or the health of others within their family.
- Telecommuting will not be appropriate for all employees (i.e., resident assistants). Essential employees who cannot telework will be provided separate policies and expectations.

- Essential employees approved for telework will be notified and will be provided the necessary access and information security training.
- Essential employees approved for telecommuting will be required to execute a signed agreement to provide necessary structure and accountability. The agreement will include schedule, communication expectations, performance expectations and security provisions.
- Approval is required by IRT to insure the necessary technology support. Rowan laptops may be provided, if deemed necessary, to provide for data confidentiality.
- Non Rowan issued workstations or other devices used for the purpose of telework will need to comply with the Workstation Use and Security policy except in cases of emergency authorization which may be granted by a Divisional Vice President.
- No reimbursement will be provided for purchase or use of personal devices except in accordance with existing reimbursement policies applicable to personal devices.

## Guidelines:

### **Eligibility:**

Employees must be identified by their supervisor and be approved by Human Resources as essential personnel for the Coronavirus event. Although eligibility will be considered with critical functions in mind, we encourage that first priority be given to managers and exempt employees. Non-exempt employees require additional consideration due to Fair Labor Standards requirements and collective bargaining provisions. However, if the situation is emergent, this criteria may be relaxed when an employee's function is absolutely necessary for the department to continue critical functions, operations and services. Managers wishing to assign telework to non-exempt staff should secure authorization and direction from the Office of Employee Equity and Labor Relations.

**Telework Agreement:**

Expectations should be established for employees who are teleworking. Supervisors will need to rely on results-based assessment or work log documentation to ensure that critical work is being performed efficiently and effectively.

Efforts should be made, where possible, to guarantee that appropriate work space is available in the home to provide for an effective environment and data integrity. Employees should not telecommute from public places. Employees who are unable to work at a Rowan site are encouraged to work primarily from their home to protect the integrity of both electronic and physical data. Exceptions to this rule should be limited to only those situations that are necessary. It is also strongly encouraged that the presence of others, especially those requiring custodial care, will be minimized or eliminated if possible.

Approval will be required by the employee's Division and Human Resources before any equipment, supplies or data are removed from the University outside of existing, established processes. Employees must adhere to the established standards and protocols relating to information protection and security wherever possible. Questions should be directed to the IRT Telework Liaison.

Supervisors must establish a communication plan with the employee performing telework so established check-ins occur and the employee has reasonable access for questions and concerns. If possible, a simulated trial should be conducted to help insure that adequate IRT support and data access has been established.

The access to information technology is a privilege that requires that employees act appropriately. In accordance with existing policies, the university reserves the right to examine all computer files and content in order to protect individuals and the university. The user must only access information for which they have authorization. All IRT policies remain in effect.

The terms and conditions of employment, including salary and benefits, will remain unchanged. If during the telework period the employee or employee's family becomes incapacitated, a leave form should be submitted and telework should be discontinued. Employees are covered under Workers Compensation for job-related injuries that occur in the course and scope of employment.

Although authorized to telework, employees are expected to document any inability to work as expected through the web time entry. In all cases, the telework agreement is revocable and may be rescinded at any time when it is determined that it is in the best interest of the department or university to do so.

March 10, 2020

# UNIVERSITY TELEWORK AGREEMENT

This is an agreement between \_\_\_\_\_ (Employee) and \_\_\_\_\_ (Department) to establish the parameters of a telework program.

I understand that this arrangement is for Emergency purposes only. \_\_\_\_\_ (initial)

This telework arrangement will begin on \_\_\_\_\_ and continue until (if known) \_\_\_\_\_ or until written notice by either the Employee or the Department.

The alternative work site address is: \_\_\_\_\_

The Department will furnish the following equipment/supplies and they will be returned to the Department within \_\_\_\_\_ business days of the conclusion of the Agreement.

The duties and assignments that are authorized to be performed at the alternative site are:

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The following communication is agreed to \_\_\_\_\_

Other relevant details \_\_\_\_\_

I understand that I will be held accountable for all requirements as outlined in the Telework and Emergency Preparedness Policy and the Rowan University Acceptable Use Policy.

Employee Signature \_\_\_\_\_ (Date) \_\_\_\_\_

Department Approval \_\_\_\_\_ (Date) \_\_\_\_\_

IRT Approval \_\_\_\_\_ (Date) \_\_\_\_\_

HR Approval \_\_\_\_\_ (Date) \_\_\_\_\_

Documents approved for transport \_\_\_\_\_ Computer Provided Y N

Other Equipment Provided Y N \_\_\_\_\_ (Describe)