

March 17, 2020

## A Message to Faculty and Staff for the Office of Human Resources

Yuba Community College District prioritizes the safety and the health of our students, classified and professional staff, faculty, and our communities we serve. During this period of transition to remote education we want to make sure everyone is taking care of themselves, and we want to remind you that if you are sick to please stay at home.

The following is additional information in preparation for tomorrow's transition to remote education and services. Please check the Faculty & Staff tab of the District's Coronavirus webpage for additional information on a regular basis.

### **Essential Services**

It is the District's position that all employees are "essential" employees. You will need to work with your manager to identify your essential duties. If it is deemed necessary for you to telecommute, you will continue just as if you were working in your regular YCCD work location and maintain productivity, performance, communication and responsiveness standards as if you were not temporarily telecommuting.

Campuses will remain open to provide essential in-person services including: Library and Computer Lab, Veteran Resource Center, DSPS, Campus Police, Custodial, Health Center, and Food Pantry.

Remote instruction will be provided from March 18 thru March 27. No classes are scheduled from March 30 thru April 3 for Spring Break. Unless situations change, we hope to return to regular in-person classes effective Monday, April 6.

District Services will remain open and employees should work with their managers to determine how best to provide essential district functions and continue operations.

### **Telecommuting Guidelines**

Yuba Community College District encourages Staff to consider ways of implementing social distancing as a method to minimize the spread of the COVID-19 virus. One such option for social distancing is telecommuting on a temporary basis where management has determined that such temporary telecommuting is appropriate and viable.

A Temporary Telecommuting Agreement should be used in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing. This Agreement should provide the flexibility needed to adjust to any changing circumstances as the current health situation continues to evolve.

### **Student/Temporary Employees**

Student and Temporary employees will continue to work their normal work schedule. The employees may continue to work on site during the open office hours or if viable, they may work remotely with the approval of their manager. If working on site, a manager must be present/on-site during work hours.

### **Employee Concerns:**

- We will work with employees to provide reasonable accommodation for those employees who have childcare issues high-risk medical concerns, or other issues related to this health crisis. If an employee is given the opportunity to telecommute and they choose not to telecommute, they must use their available leave.

Please follow the link for additional Employment Development Department (EDD)

Resources concerning childcare and benefits:

[https://www.edd.ca.gov/about\\_edd/coronavirus-2019.htm](https://www.edd.ca.gov/about_edd/coronavirus-2019.htm)

- Personal WIFI - At this time, YCCD is not reimbursing nor paying for WIFI for employees who choose to work remotely.
  - We want to make students and employees aware of a resource for 60 days of complimentary internet access. If you live in a Comcast service area, you may be eligible for this service. For more information about eligibility and to apply, call 1-800-934-6489 or visit their website at <https://www.internetessentials.com/covid19>.
- Personal Cellphone - At this time, YCCD is not reimbursing nor paying for the personal use of employee's cell phones.
- Tools for working remotely - Please contact your supervisor to make arrangements for necessary equipment.
- Regarding extra training for staff – Ongoing trainings are available through your campus; more information will be forthcoming, contact the IT Helpdesk for specific training requests at [helpdesk@yccd.edu](mailto:helpdesk@yccd.edu).
- If it becomes necessary to move essential services from one district location to another additional information will be provided at that time.
- Overview of leave policy relative to this temporary remote education model will be dependent on your collective bargaining agreement (CBA). The following are the links to the various CBA's for each bargaining unit:
  - [FAYCCD Article 4.0](#)
  - [YC-AFT Article 9.0](#)
  - [CSEA Article 8.0](#)
  - [POA Article 20.0](#)
  - [Management Handbook](#)

### **Defining "Remote Education"**

- Remote education is distinct from online education. Online education requires formal training and specific course design for fully online learning. Remote education is an adaptation of face-to-face instruction to provide significant instruction via a learning management system.
- Remote education requires instructors to:

- Regularly initiate communication with students on a regular basis through one of several types of technology. Examples would include email, canvas, cranium café, zoom, or google hangout.
- Use the basic features of Canvas to post instructor contact information and syllabus, distribute instructional resources, accept assignments, interact with students, and grade assignments.
- Utilize strategies designed to conduct the teaching and assessment of learning outcomes. Interactions with students can be synchronous, asynchronous, at the discretion and direction of the instructor.

### **ConferZoom (CCC Confer)**

- ConferZoom is an online meeting service provided to all employees of the California Community Colleges by the CCC Confer project.
- Confer Zoom connects with Canvas making it easy for instructors and students to participate live, and to view recordings. ConferZoom accounts allow for unlimited meeting minutes with up to 100 participants. To request an account visit: <https://www.conferzoom.org/>

The Coronavirus crisis is a very fluid, ever changing situation. Additional information and resources for faculty and staff will be posted on the district's coronavirus webpage: <https://www.yccd.edu/central-services/coronavirus-covid-19/>. On Wednesday morning a Frequently Asked Question section will be added to the Faculty and Staff tap of the webpage, along with a link to submit questions specifically related to faculty and staff.

Thank you to everyone for the work you are putting in on behalf of our students to ensure a continuation of instruction in the remote environment.