



YCCD TEMPORARY TELECOMMUTING MEMO

March 18, 2020

Yuba Community College District (YCCD) 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. This Temporary Telecommuting Memo should be adhered to in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing. Telecommuting provides the flexibility needed to adjust to any changing circumstances as the current health situation continues to evolve.

Note that having successfully engaged in temporary telecommuting pursuant to this memo does not require management to agree to any future telecommuting.

- A. Telecommuting will be in effect March 18, 2020 to April 6, 2020. This permits you to telecommute as temporary measure only and will be reviewed continuously during the period in which YCCD encourages social distancing as a measure intended to minimize spread of COVID-19. Accordingly, YCCD may alter or terminate this temporary telecommuting option at any time at its discretion.
- B. You are to maintain a presence with your department (Manager) while temporarily telecommuting. Presence may be maintained in the manner and using the technology, directed by the Manager, which remains readily available such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the times the department expects or requires you to work. You are expected to maintain the same response times as if you were at your regular YCCD work location. You will make yourself available to physically attend scheduled work meetings as requested or required by the department.
- C. While temporarily telecommuting, you will work just as if you were in your regular YCCD work location and maintain productivity, performance, communication and responsiveness standards as if you were not temporarily telecommuting. This Agreement does not change the basic terms and conditions of your employment at YCCD. You will perform all of your duties as set forth in your job description, as well as those additional and/or different duties that may be assigned from time to time. Further, you remain obligated to comply with all District/College (as well as the department's) policies and procedures.
- D. If you are a non-exempt employee, you are not to work overtime without prior approval from your supervisor, and you are required to take your rest and meal breaks while telecommuting in full compliance with your collective bargaining agreement or management handbook. You agree to follow such procedures as your manager, or you may establish in order to minimize the likelihood of interruptions or delays to your rest or meal breaks in a way that causes a violation. You are required to notify your manager within one business day if you believe you were unable to take a rest or meal break in full compliance on a day on which you telecommuted.
- E. You will be solely responsible for the configuration of and all of the expenses associated with your telecommuting workspace and all services unless the department expressly agrees otherwise. This includes ensuring and maintaining an ergonomically appropriate and safe telecommuting worksite. Additional resources are available to you to assist you in assessing and maintaining your telecommuting worksite in a safe and ergonomically appropriate manner, and you agree that you will utilize these resources for that purpose. See [ergonomic workstation set up flyer](#).



- F. All injuries incurred by you during hours you are working and all illnesses that are job-related must be reported promptly. Additional information concerning YCCD's workers compensation process is found at the HR Forms site: <https://php.yccd.edu/hr/viewform.php?id=101>
- G. Generally, you are required to use mobile devices (for example, laptops, tablets, and, if approved or required by the department) owned and issued by YCCD. If your department has approved you to use a personal mobile device while telecommuting, you must consult with IT to arrange appropriate set up of the mobile device(s). You are prohibited from tampering with any software, firmware or hardware provided by YCCD or loaded onto your personal mobile devices to enable you to perform YCCD work. Regardless of whether using personal or YCCD-owned mobile devices for YCCD work while telecommuting, you are responsible at all times for the access, use and security of those mobile devices. Approval to use non-YCCD issued mobile devices can be revoked at any time.
- H. You are to read, understand and comply with all provisions of YCCD in connection with your telecommuting arrangement, including, but not limited to:
- 1) [BP 2715](#): Code of Conduct;
 - 2) [BP 2710/AP 2710](#): Staff Policy on Conflict of Commitment and Interest;
 - 3) [BP 5040](#): Privacy Policies;
 - 4) [BP 7130](#): Compensation of Staff Employees;
 - 5) [BP 3720/AP 3720](#): Computer Use;
 - 6) [Accident and Incident Reporting](#); and
 - 7) [AP 3721](#): Electronic Tools for Communication
- I. If your manager deems that this temporary telecommuting option is not working effectively or as envisioned, management may adjust or end temporary telecommuting arrangement at any time. Management will strive to provide at least 24 hours' advance notice of any changes to the temporary telecommuting agreement.
- J. You shall notify the department in writing within three calendar days of any changes to the City and/or State or contact information from which you will be temporarily telecommuting, along with the effective date(s) and duration of such change. You understand YCCD will rely on this information in determining its compliance with any local laws and ordinances while you are temporarily telecommuting.

Employee Acknowledgement

Print Name