

# University of North Carolina at Pembroke

## COVID-19 Teleworking Guidelines

Effective March 23, 2020

As part of our campus response to the COVID-19 virus, and in line with the social distancing guidance of the UNC System and the March 12 recommendations of Governor Cooper, we are implementing teleworking opportunities for all employees whose physical presence on campus is not required to perform the essential functions of their jobs.

Managers are asked to please make all necessary arrangements so that telework arrangements for eligible employees are in place to begin no later than Monday, March 23. To ensure appropriate accountability and oversight of teleworking arrangements, the university has established the following pre-approvals and minimum “on-campus” work requirements:

**Definition:** Telework is a work arrangement that allows an employee to perform work at an approved alternative worksite (e.g., home, telework center).

This applies to all employee classifications, including temporary and student employees, under the following guidelines:

- Managers are responsible for determining which employees within their areas of responsibility are eligible to telework, based solely on the nature of each employee’s work and the extent to which the work can be performed remotely. Our campus remains open and fully operational and managers are responsible to support employee telework options to the extent possible while also maintaining on-campus departmental operations.
- Teleworking will not be applicable to all employees, based on the functions of their respective jobs and departmental business need. Telework may also be implemented intermittently for employees, where practicable, to accomplish both safety goals and business need.
- Managers are encouraged to be especially vigilant in considering teleworking options for employees identified by public health officials as being at high risk for COVID-19 infection and those who are caregivers for someone who is at high risk.
- For student safety, and consistent with our campus transition to alternative course delivery methods, student employees will not be permitted to work on campus beginning March 23. Departments employing students should consider all possible opportunities for student employees to perform available work remotely.
- The Office of Human Resources is available to assist managers in their considerations and development of teleworking arrangements.

### **Teleworking Conditions:**

#### 1. Compensation and Benefits

An employee’s compensation, benefits, work status, and work responsibilities will not change due to teleworking. The amount of time an employee is expected to work per day or pay period will not change as a result of a teleworking arrangement.

#### 2. Conditions of Employment

Any and all legal protections and workplace policies that relate to an employee's employment status that normally apply to the campus workplace will apply to an employee authorized to telework off-site (e.g., rights under the Fair Labor Standards Act and the Family Medical Leave Act, Defense of State Employees Act, workers' compensation, performance evaluations, and other standards and requirements). Teleworking arrangements do not change the conditions of employment or required compliance with applicable workplace laws, policies, and rules.

### 3. Environmental Health and Safety Considerations

Employees and supervisors will work together to make safety an integral part of a telework arrangement. The employee is responsible for maintaining the telework site in a manner free from health or safety hazards. The employee is also responsible for completing the Remote Workplace Self-Certification Checklist, which documents a safety review of the designated telework site. It is the responsibility of the supervisor to review the Remote Workplace Self-Certification Checklist, ensure that the employee has received relevant safety training, and to investigate any report of unsafe working conditions or injury.

Since the employee's off-campus telework site is an extension of the university workspace, workers' compensation liability may be, but is not necessarily, applicable for job-related injuries that occur in the course and scope of employment. In cases where the home and the designated workplace are the same, workers' compensation will not apply to non-job-related injuries that might occur at the off-campus telework site. Questions, including those related to how and when to report a job-related injury, should be directed to the UNC Pembroke Environmental Health and Safety Office.

### 4. Equipment, Materials and Security

The university will provide a teleworking employee with office supplies as needed for work related deliverables. A teleworking employee understands and agrees that university-owned resources will be used primarily for university business in accordance with university policies, and will take reasonable steps to protect all university property from theft, damage, or misuse. A teleworking employee will follow all appropriate data security and record management practices and protocols, to at least the same degree as is expected of employees in the customary worksite, including their vigilant compliance with all data security and confidentiality requirements, as established by applicable law and policy. A teleworking employee agrees to comply with the licensing agreements for all software owned by the university, whether used on or off campus to conduct work. The university assumes no responsibility for any damage to, wear of, or loss of the teleworking employee's personal or real property.

### **Standard for Teleworking:**

#### 1. Purpose

The purpose of this standard is to establish the university's obligation to ensure security measures are implemented to protect information accessed, processed or stored at teleworking sites.

#### 2. Scope

It is the joint responsibility of the teleworking employee and departmental supervisor approving the teleworking agreement to ensure that measures are in place to protect information which may be accessed, processed or stored in a teleworking location. This standard applies to all employees working remotely including those participating in flexible work and telework arrangements.

#### 3. Information Security

Please review the university's information security guidance:

<https://www.uncp.edu/resources/division-information-technology/information-security>

#### 4. Standard

- When employees and departments are considering virtual work arrangements or teleworking options, they should ensure that;
- Teleworking computer equipment has current malware/antivirus protection and operating system patches;
- The wireless network used by teleworking employee must be secured with a password;
- The employee is using a password-protected profile on the teleworking computer to prevent unauthorized individuals (e.g., family members, friends) from accessing university information; and
- When working with sensitive university information, data files are stored only on approved cloud storage or university network drives.

#### 5. Telework Form

An employee approved to telework during the COVID-19 must complete the telework agreement form. The form is intended to ensure both the supervisor and the employee have a clear, shared understanding of the telework arrangement. The employee is obligated to maintain a safe, hazard-free work location during the telework period.