

Mississippi Valley State University Guidelines for Temporary Telecommuting

Mississippi Valley State University (MVSU) endeavors to support its employees amid the COVID-19 pandemic and encourages managers and supervisors to maintain a healthy and viable work environment by adhering to guidance from the CDC and State Department of Health.

The University has also implemented temporary telecommuting for employees where management may determine if work may be performed from home or an alternate location as a means of social distancing. Employees designated to telecommute are still obligated to comply with Mississippi Valley State University's rules, policies and procedures. Violation of such rules, policies and procedures may result in immediate cessation of telecommuting arrangement, and possible corrective action. Telecommuting does not change the terms and conditions of employment with Mississippi Valley State University.

Employees who are telecommuting are to adhere to the following:

- Expected work hours and contact information at the telecommuting site during normal operating hours of the University, Monday – Thursday 8:00 am – 5:00 pm and Friday, 8:00 am – 4:00 pm;
- Inform your supervisor if you're not able to work a full workday
- Provide method(s) of contact (such as personal cell phone, voice mail, email, videoconference, text, etc.);
- Ensure protection of information accessible from their temporary work site (e.g. passwords)
- Maintain equipment and supplies required for remote work;
- Maintain a safe work environment;
- Provide a secure location for university-owned equipment and materials, and not use, or allow others to use, such equipment for purposes other than university business; and that the university is entitled to reasonable access to its equipment and materials (follow University established protocol for checking out equipment)

Additionally, management retains the right to modify the temporary telecommuting arrangement as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor. The arrangement is voluntary and may be terminated at any time by either party, with specified notice.

The University maintains all other federal and state regulations while implementing temporary telecommuting which includes the following:

- Temporary telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the normal time-keeping system. Hours worked in excess of those scheduled per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and will be handled as a performance issue with the appropriate disciplinary action.
- Employees are eligible for Workers' Compensation when telecommuting and must follow the university's procedure for reporting job-related injuries.

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Employees Who Cannot Work Remotely

While we encourage telecommuting when possible, there is some work that cannot be done remotely. For those employees whose duties cannot be completed remotely, managers will adopt practices to minimize the spread of infection and protect the well-being of our community, including the following:

- Utilize flexible work schedules for staff where possible to reduce the number of people working near one another at the same time; this may include spreading the work day out;
- While maintaining coverage a minimal presence during the core business hours of 8 a.m. to 5 p.m.;
- Establish a compressed work schedule; this arrangement allows you to change the number of hours worked each day to permit fewer workdays per week. For example, if you are regularly scheduled to work 40 hours per week, you might work four 10-hour days, with appropriate approval from the department head;
- Implement social distancing practices meant to reduce close contact in the workplace (for example maintain a distance of 6 feet from others); This may include utilizing vacated areas such as classrooms or conference rooms;
- Transition all meetings to phone or virtual formats.

For more information, contact the Office of Human Resources

Employee Name

Date

Employee Signature

Supervisor Signature

Date