Turtle Mountain Community College

**Remote/Tele-Work Protocol**

Turtle Mountain Community College continues operations for instruction, student support and other campus functions, though in a modified remote capacity. What is changing is how some of our work is done. The Centers for Disease Control and Prevention (CDC) guidance recommends that we all practice social distancing. In order to do that effectively while keeping the campus operating, it is important that we activate remote/tele-work arrangements for work to be done from an off-campus location.

Per the notification to all employees on March 27, 2020, Turtle Mountain Community College will move to have non-essential individuals work remotely.

***Remote/Tele-Work Plan***

For those employees who are able to work remotely, the employee and supervisor will work together to create a work plan. Supervisors and employees will need to put the agreement in writing (e.g. email) outlining expectations.

The following must be included:

• Work with your supervisor to discuss priorities and expected work outcomes for the day/week. Your supervisor will determine the method of check in (phone, zoom, google hangouts, messenger or email) and frequency (every morning, twice a week, etc.)

• All emails and phone calls should be monitored and answered within 24 hours (please make sure to share your current phone number with Human Resources: hcahill@tm.edu).

• No overtime will be allowed without prior, written approval by the supervisor and President.

• Daily work hours must be established. If there is a change in the regular schedule, this should be identified in the work plan.

o Supervisors should work with employees where needed for flexibility in actual work hours

during the day. If an employee needs to work earlier or later in the day due to family needs,

where possible that consideration should be made.

• Meetings should continue via Web Ex, Google Hangouts or conference call as much as possible.

• Employees may come to the office to exchange completed work assignments for new work if needed. However, this should be significantly limited with permission of their supervisor. The supervisor must notify the facility manager and safety and compliance officer for access permission and tracking.

• Staff will complete the Productivity Form and have it approved by the supervisor. This will assist in planning and tracking completed work on a bi-weekly basis. This will be reviewed and submitted to your supervisor at the beginning of each pay-period. The Productivity Form will be located on the TMCC website under the Human Resource Department forms.

***Technology Assistance***

As you prepare to work remotely, the following is a list of technology considerations to ensure continuity of operations.

**Equipment:** Employees are strongly encouraged to use TMCC issued laptops and other devices. Please contact the IT Department if you need to check out equipment ([cdavis@tm.edu](mailto:cdavis@tm.edu)). The employee is still responsible for following all TMCC practices and policies to maintain security on the devices. Personally owned devices are not insured for replacement.

**Home Network Connections:**

The employee is responsible for their network and phone access. Please discuss your usage/data plans with your internet service provider to ensure you will not encounter increased fees. Additionally, please verify your internet connection is secured.

**TMCC Network Connection:**

Some systems (such as Jenzabar and shared drives) can be accessed only when you are connected to the TMCC network. When working remotely, you will not be able to access these systems.

**Use GoogleDocs:**

Employees are encouraged (optional) to move files from shared drives (for example, Z: drive) to google docs. Files in google docs can be accessed by those you share with to allow collaboration and sharing with others, thus being able to avoid sending large files via email. Please be mindful of the information you are putting on the drive. Removable memory devices can also be used.

**Private and Restricted Data (Confidential and Sensitive):**

Employees should not transmit private and restricted data while working remotely; if this needs to be done, this should be done when you come in to exchange work assignments.

***Employee Alternate Work Assignments***

For those individuals who cannot work remotely, and for whom on campus work is not regularly available, they will be reassigned to alternative tasks as needed and expected to be locally available to enable them to report to work either in person or remotely when needed. They should be available by phone and/or email so that their supervisor can reach them with assignments. In some cases, these employees may be needed to work in areas outside of their normal departments/hours. Alternative work duties may be assigned for these employees to enable remote work.

***What happens if I am ill or I need to care for a dependent?***

If you are ill or you need to care for your ill dependent, notify your supervisor prior to your start time. You must use sick leave for those hours unless they are related to COVID-19 (see FFCRA policy).

If you are caring for your dependent due to school closure (K-12), notify your supervisor.

***The TMCC Safety Team will continue to monitor local and national public health guidance and will provide regular updates to you regarding the duration of these work arrangements.***

Please remember the Employee Assistance Program (EAP) –The Village Business Institute is available for those who feel they need it. For a confidential conversation, call 1(800)627-8220.

TMCC work from home 3-27-20