Policy #:	II-12.0
Effective:	January 24, 2022
Revised:	November 16, 2023
Responsible Dept:	Office of the Vice President of Finance & Administrative Services

1. Policy Statement

There are some situations where the campus may have to close unexpectedly. Inclement weather in the winter is the most frequent example encountered at PVCC. However, there is still the need to carry on with daily services during a campus closure and assist students. This policy details the expectations of faculty and staff for working remotely during a closure.

2. Responsibilities

The Vice President for Finance and Administrative Services will be responsible for developing and maintaining these procedures consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

3. Procedures for Implementation

3.1 Work Standards/Performance

3.1a Supervisors are expected to connect with employees to provide assignments and important updates. During a longer period of time that requires telecommuting, supervisors are expected to check in with employees via 1:1s and team meetings (via Zoom or Teams).

3.1.b Employees are expected to respond to emails and return phone calls promptly while working remotely during the employee's regular work hours.

3.1c Employees must attend meetings, training sessions, or similar events via zoom, telephone, or computer during the employees' regular work hours.

3.1d Employee will remain in contact with the supervisor, co-workers, or customers and is expected to be responsive and complete assignments and tasks on time and within established deadlines.

3.1e Employees will immediately notify the supervisor by any practical means when circumstances arise that impact their ability to perform the assigned work (for example – a power outage or interruption of phone/internet).

3.2 Compensation/Benefits

3.2a Employees will continue to record their time and attendance in HRMS according to established policies and procedures.

3.2b Non-exempt employees who work six or more hours must incorporate in their daily schedule a minimum of a ½ hour unpaid meal period, during which they are entirely free from work responsibilities.

3.2c Wage employees are not allowed to work remotely without prior written approval from their supervisor.

3.2d If the employee cannot work remotely during an emergency closure due to personal illness or dependent care responsibilities, the employee must notify their supervisor immediately and take appropriate leave.

3.3 Equipment/Expenses

3.3a If inclement weather is forecasted, employees with laptops should take them home when leaving the campus.

3.3b If the Employee borrows College equipment, they agree to protect such equipment per college guidelines and ensure that it is used only for authorized College purposes by authorized employees.

3.3c It is the employee's responsibility to notify the supervisor if they lack technology at home to comply with these standards. The supervisor's responsibility is to request technology support from the IT Department.

3.4 Safety at Telework Location

3.4a Employee agrees to bring to the immediate attention of their supervisor any accident, injury, or work-related illness occurring at the remote work location. The employee must also promptly complete a Maxient report or notify the Human Resources Department at HumanResources@pvcc.com.

3.4b Supervisor will investigate all accident and injury reports immediately following notification.

3.5 Confidentiality/Information Security

3.5a Employee will conduct work at the remote work location in compliance with all information security standards.

3.5b All remote access involving data stored on the college network requires encryption. The college will provide the appropriate encryption mechanism for the level of access and the data involved. Sensitive data must not be stored on the employee's

personal computer. Sensitive data should not be included in email messages unless some form of encryption is used. PVCC's Information Security Officer must approve any exceptions to the college security standards.