

**PALOMAR COMMUNITY COLLEGE DISTRICT  
COVID-19 Social Distancing Operations Modified Work  
Updated Telecommuting Acknowledgement  
September 2020**

Palomar College began on-line education Monday, March 30. In efforts to minimize possible exposure and increase social distancing, Palomar College will continue to significantly lower the on-campus population as much as possible through modified telecommuting work.

This "Modified Work Telecommuting Acknowledgement" is in place for all employees working remotely. Staff who are uncertain whether they are required to report to campus should check with their supervisors.

*All working conditions, employment contracts, laws, policies and procedures are still applicable.* When conditions change, and there is no longer a need for workplace social distancing, the college will initiate the return to onsite work process.

During this time, our guiding principles will continue to be the health and safety of our community, student success and academic continuity.

For tutorials and resources for how to work remotely and setting up an in-home workspace, please visit the links found on Attachment A:

**Telecommuting at alternate location and/or schedule information:**

**Change initiated by:**  Supervisor/Manager  Employee

Employee Name: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Telecommuting Work-hours and Days\*: \_\_\_\_\_

Scheduled Lunch: \_\_\_\_\_

Alternate Remote Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*\*For Classified and CAST employees, shift differential pay applies to changes initiated by the supervisor/manager as part of the regular work schedule (20 working days or longer). If the employee requests the change, shift differential shall not apply.*

The employee will work from the alternate remote location identified as their primary work location. The acknowledgement does not prevent or restrict the supervisor's ability to require the employee to report to their permanent work assignment location or another temporary work location, if needed and without advanced notice; however, advanced notice should be given whenever possible.

The District's rules and policies governing time and attendance, requesting and using leave, and expectations of performance are unchanged. The employee must obtain supervisor approval before taking leave in accordance with applicable District policies and/or collective bargaining agreement.

The employee will comply with all District rules and policies governing use of equipment and technology. District-provided equipment will be serviced and maintained by the District. The employee is responsible for servicing and maintaining any personal equipment, materials, and technologies provided and used by the employee for business purposes.

The employee must make reasonable attempts to create and maintain a safe and healthy work at home environment as described in *Attachment A* below.

The District shall not be liable for damages to the employee's personal or real property during the course of performance of official duties or while using District equipment in the employee's residence or other property, except where required by law.

The District shall not be responsible for home or property maintenance associated with the employee's participation in the agreement. The employee shall continue to be entitled to reimbursement for authorized travel and expenses while conducting business as assigned by the District and other expenses allowable by law, per the District's reimbursement policies.

The employee must return District-owned equipment to District for maintenance and repair.

Injuries occurring while the employee is in a paid working status and performing assigned work shall be subject to worker's compensation laws and regulations the same as work performed at a District-owned and operated facility.

The District assumes no liability for injuries to employee that occur outside of the home work area or outside of employee's working hours. In addition, the District makes no representations on the personal tax and insurance implications of this telecommuting arrangement; it is the employee's obligation to address these issues on their own.

The employee shall comply with all District policies and standards for safeguarding and protecting any confidential business information, personally-identifiable information, and all other sensitive information they possess. The employee shall ensure confidential, personally-identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and protects the information from unauthorized disclosure to the maximum extent possible. The supervisor and employee will discuss the safeguards and protections in place and to be used by the employee.

#### Employee Acknowledgement

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Supervisor Acknowledgement

The District authorizes the employee's participation in this agreement. I have read and agree to enforce and comply with the terms and conditions stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Administrator Acknowledgement

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Attachment A: Setting Up an In-Home Workspace**

[COVID-19 Resource Page: https://www2.palomar.edu/pages/teachanywhere/](https://www2.palomar.edu/pages/teachanywhere/)

[Telecommuting Ergonomics](#) – Great training resources are available here

[Employee Request for Accommodation](#) – For employees who have a qualifying medical condition

A home workspace should be in a safe, efficient, and comfortable location. Observe your patterns of movement in and around the work area and avoid high traffic areas of the home.

The District is responsible for ensuring employees have a safe work environment under Cal-OSHA (C.L.C. Section 6401.7(a)2). If a work-related injury occurs, the District may require a safety inspection by a qualified health and safety inspector of a teleworker's home ~~office~~ workspace. If warranted, the District will provide 48-hour notice to the employee, except in an emergency.

### Primary Considerations:

1. Desk – Study and able to support the weight of any peripheral equipment (computers, printers, etc.). Conventional desks are typically 29” high, computer desks 26” high.
2. Chair – Seat should be adjustable, including the headrest. Height to top of seat from the floor should be between 15 and 25 inches. Back tilt on the chair/lumbar support should be 15 degrees.
3. Lighting – Work lighting should be directed toward the side or behind the line of vision. Bright light sources can diminish the sense of contrast. Overhead lighting is optimal for office work and computer operation.
4. Electricity – Avoid overloading circuits. There should be enough power outlets to support the equipment used. Cover interconnecting cables or place them out of walking paths. Use a surge protector to connect all electronic equipment. Position equipment near outlets. Ensure electrical outlets are grounded.
5. Noise – Avoid and keep distracting sound minimized. Use doors and/or room dividers to control external noises.
6. Protecting data and equipment
  - a. Position equipment away from sunlight and other heat sources
  - b. Place equipment on well-ventilated surfaces and leave space around the item
  - c. Dust equipment frequently
  - d. Do not eat or drink near equipment
  - e. Never place food or beverages on equipment
  - f. Keep magnets, phones, fluorescent lamps, and electrical motors away from computer equipment
7. If you need additional resources, contact your supervisor to request reasonable and necessary items to perform your work efficiently, effectively, and safely (e.g., a monitor/mouse/keyboard to attach to a laptop). Your supervisor will work with you to determine if the request meets appropriate criteria, if the item(s) already exist, and where the equipment is located (current workstation, Information Services, etc.).