



TITLE:	TELECOMMUTING POLICY DURING COVID-19 STATEWIDE EMERGENCY
EFFECTIVE:	March 17, 2020
LAST REVISION:	April 9, 2020
Policy No:	6.060.1

Policy Statement

I. Purpose and Scope

SOWELA Technical Community College adopts the following policy from Louisiana Community and Technical College System.

On March 11, 2020, Governor John Bel Edwards issued Proclamation Number JBE 2020-25 declaring a Public Health Emergency as a result of COVID-19. On March 16, 2020, Governor Edwards issued Proclamation Number 30 JBE 2020 providing additional restrictive measures in an effort to slow the transmission and spread of COVID-19. These restrictions include limitations on the number of people authorized to gather in a single location and a requirement that all state agencies provide for attendance at meetings via teleconference or video conference. This order of the Governor is in effect through **April 30, 2020**.

During this period, SOWELA will remain open; however all employees will work remotely from home to the extent possible.

Therefore, in an effort to ensure the health, safety and welfare of the faculty, staff and students of SOWELA Technical Community College, as well as the community it serves, and to ensure compliance with the directives set forth by the Governor, SOWELA is adopting this temporary telecommuting policy and related guidelines effective March 18, 2020 and it will remain in effect through **April 30, 2020** unless terminated sooner or extended for an additional period of time. Employees will report to their usual worksite at their usual reporting time on **Friday, May 1, 2020** unless otherwise informed by their supervisor.

II. Applicability

This policy applies to all employees at all sites of SOWELA. All supervisors and employees should be familiar with the contents of this policy and its supporting guidelines.

III. Policy

1. All faculty and staff shall, for the period of March 17, 2020 through April 30, 2020, work remotely from their homes unless a supervisor requests or directs a member of the faculty or staff to report to their regular work domicile for the limited purpose of performing a task(s) which may not be accomplished remotely and which is necessary for the ongoing operation of SOWELA Technical Community College.
2. Every reasonable effort shall be made to provide faculty and staff with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain a continuity of operations at SOWELA Technical Community College.
3. All individuals working remotely shall be accessible and available by phone and email during normal business hours. Individuals must provide their supervisor with a working phone number where they may be reached. Phone calls and/or emails should be answered or returned promptly.
4. No gathering at SOWELA Technical Community College shall exceed 10 individuals in a single location while performing tasks.
5. Any member of the faculty or staff requested or directed to report to their regular work domicile who believes that they are at a heightened risk; have been exposed to the virus; or may be experiencing, or have a household member experiencing, symptoms relative to COVID-19 shall immediately make a request to the Human Resources Department to be relieved of the request or directive and such request will be addressed by the Office of the Chancellor. An order by the employee's primary health care provider restricting their duties shall automatically relieve the employee of the request or directive.

Source of Policy: The Office of Human Resources	LCTCS Policy Reference: Emergency Telecommuting
Responsible Administrator: Director of Human Resources – April 9, 2020	LCTCS Guideline Reference: N/A
Related Policy: N/A	State Civil Service Reference: N/A

Approved by Chancellor: Neil Aspinwall

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