



COVID-19 TELEWORKING EXPECTATIONS

Spring 2020

Moore Norman Technology Center (MNTC) recognizes that it is necessary for the health and safety of our employees at this time to make arrangements for employees to work away from campus when possible. The following shall be the guidelines regarding teleworking arrangements for MNTC employees until the time the Superintendent designates that working arrangements will change.

Conditions

Teleworking arrangements may be granted based on program, departmental, or administrative need as determined by MNTC and the employee's specific job duties. Due to the essential functions of some job duties, it may not be possible to accommodate teleworking for all positions. Teleworking may be terminated at any time at MNTC's discretion.

Expectations

- A. **Compensation:** A full-time employee's compensation and benefits will not change as a result of teleworking.
- B. **Work Hours:** The total number of hours that MNTC employees are expected to work will not change while teleworking. Employees agree to be available by phone, text, web conferencing, and/or instant messaging during work hours. If an employee does not want to be available for a day or a period of time during normal work hours, he/she must request the appropriate amount and type of leave just as they would if working on campus. Full-time non-exempt employees will not need to track their time in TimeClock Plus; the only time they will use TimeClock Plus while teleworking is to request or record leave. If a non-exempt employee is going to exceed 40 hours worked in a week, he/she must get supervisor approval BEFORE working those hours.
- C. **Use of Leave:** Telework is not intended to be used in place of any type of leave. All employees are subject to the required processes for requesting and designating leave. Employees must report their absence from work in accordance with MNTC policies and procedures.
- D. **Job Duties:** Employees will have a minimum of one daily check-in with their

supervisors. Together the employee and supervisor will determine the scope of work for the week. In addition to the employee's regular job duties, this work can consist of online professional development, college course work, research pertaining to the district or department, process development, working on a district work group, tasks in other areas that are district related, and other duties as assigned.

- E. **Technology:** MNTC will determine, with information supplied by the employee and the supervisor, the appropriate technology needs for each teleworking arrangement on a case-by-case basis. Such equipment and/or software will remain MNTC property and insured under applicable MNTC insurance policies. However, the employee's homeowner's or renter's policy will incur primary responsibility for theft or vandalism. MNTC reserves the right to change its determination as to appropriate technology at any time. Any MNTC equipment checked out to the employee is for the employee's use only and is not to be used by others. If you do not have internet, please contact your supervisor. MNTC does not assume any liability for loss, damage or wear of employee-owned equipment.
- F. **Acceptable Use Policy:** An employee participating in a teleworking arrangement shall comply with MNTC's Acceptable Use Policy and applicable data security laws, rules, and regulations to ensure the protection of information accessible from any telecommuting location.
- G. **Safety:** The employee has the responsibility to maintain his/her home workspace or alternative worksite/location in a safe condition, free from hazards or other dangers. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises or alternative worksite. The employee must ensure the designated work area is ergonomically safe, efficient, and comfortable and shall be liable for his/her workspace.
- H. **Equipment and Materials:** MNTC provided equipment and supplies are not entitlements of teleworking. The provision of MNTC equipment and supplies lies exclusively within MNTC discretion.

Directors and supervisors are also trying to identify work opportunities for part-time/adjuncts/temporary staff. Employees in these job classifications will be notified by supervisors as these opportunities arise.