



Interim Remote Work Plan and Restricted Campus Access Policy

Objective

Temporary remote work arrangements for all eligible employees at OCU are strongly encouraged to help the university adhere to the recommendations from the CDC regarding social distancing related to COVID-19.

Remote work allows employees to work from home for all of their workweek. Access to the campus has been restricted to essential employees only*.

The Human Resources Department considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work is not an entitlement, it is not a university wide benefit, and it in no way changes the terms and conditions of employment with OCU.

Procedures

Any remote work arrangement made will be on a temporary basis and will be adjusted as we receive more information from the CDC regarding recommended precautions.

Eligibility

Any non-essential* personnel are encouraged to work from home, if possible to assist with social distancing and limiting the spread of COVID-19.

Before entering into any remote work agreement, the supervisor, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.

Evaluation of employee performance during the period will include regular interaction by phone and e-mail between the employee and the manager and weekly check-ins to discuss work progress and problems.

Approved on Emergency Basis by President Martha Burger 3-18-2020

An appropriate level of communication between the employee and supervisor will be agreed to at the start of the remote work.

Equipment

On a case-by-case basis, OCU will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote work arrangement. The human resources and campus technology and management departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. OCU accepts no responsibility for damage or repairs to employee-owned equipment. OCU reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote employee must agree to take appropriate action to protect the items from damage or theft. Upon the end of the remote work, the employee must return all university property to the university, unless other arrangements have been made.

OCU will supply the employee with appropriate office equipment, if available.

The employee will establish an appropriate work environment within his or her home for work purposes. OCU will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the university's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary university information, student, and personnel information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the university's workers' compensation policy. Remote work employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using OCU's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

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Policies

All University policies remain in effect, including our signature authority policy, all dual control procedures, and all audit procedures.

**The Campus Police Department, Housing, Campus Health Clinic, Counseling Services, Facilities, Housing, and Mail Services have been designated as essential functions and will continue to operate as normal or with modifications.*