



Aims Community College Remote Work Notification

We are moving through an uncertain and challenging time due to the COVID-19 pandemic. Yet, Team Aims is meeting these daily uncertainties and challenges with unprecedented professionalism. As we move to alternate work realities, here are some guidelines HR hopes you find useful and helpful. Please do not hesitate to contact HR if you have any questions.

Due to the unique circumstances most ACC employees will be expected to work remotely effective **Wednesday, March 18, 2020** until the end of the Spring 2020 semester or until further notice, whichever is soonest.

Remote Work Assignments

Remote work may be required of employees in the following positions: Full-time and part-time faculty, staff and administrators; contract employees, temp agency employees and student employees (Work Study students).

A select number of employees, due to their job duties, will need to physically report to a College location (e.g., campus, office) to fulfill critical tasks. Cabinet Members in consultation with the administrators in their areas, will identify these critical positions and the conditions in which employees are expected to physically report (e.g., frequency, days, times). These individuals will be notified in writing (email) if they are so designated. Employees who have not been notified that they are expected to physically report to a College location are expected to work remotely.

Given these circumstances, the College is temporarily suspending the eligibility and the application and approval process outlined in the College's Telecommuting Policy 4-1625 and Procedure 4-1625A. We recognize that not all positions are suitable for working remotely and that during this period some employees may not be able to accomplish all of their usual job duties in a remote setting. Employees may be asked to take on other tasks or may be assigned other work that is not part of their usual job duties. In these remarkably unusual circumstances, we ask our employees to be flexible, patient, and understanding—and work with their supervisors to do their best to work remotely.

The College is actively working to limit the spread of COVID-19 and unnecessary visits to campus undermine these efforts. Our primary responsibility is to safeguard the health of our employees, students, and community during this public health emergency. Thank you for your cooperation.

Access to Work Location

Employees not on the list of approved on-site work schedules must make arrangements with their supervisor about visiting campus. Building access will be removed for employees who are not on the critical operations list. Employees should be organizing and planning for the transition to work remotely and gathering work items to take with them. Please continue to work with your supervisor for any additional assistance with this transition.

Leave Plans and Provisions

During this period of remote and altered operations, if you cannot work due to sickness, caring for someone else who is sick, caring for children or other personal reasons, please contact your supervisor and follow the standard time and attendance and leave reporting procedures. Employees with leave balances will be able to submit leave requests per policy and procedures. However, if you are unable to work due to COVID-19, Emergency Paid Time Off will be applicable and not impact your pay or leave balances. Contact HR if you have questions.

Timesheets and Payroll

During these unusual circumstances, employees (including full-time non-exempt staff, part-time staff, temporary staff, student employees) should report their time based on their regularly scheduled hours, regardless of their ability to work remotely. Please submit your time electronically through web time entry or timesheet (see instructions below) following the predetermined pay periods on myAims. Supervisors must review and approve each employee's time sheet per Aims' current process. There are a number of ways to submit your time such as email, copy/scan, take a picture, web time entry (if you normally submit time this way). If you are unsure please contact HR for guidance.

Non-exempt staff should report any overtime work per their Monthly Time Report. Please obtain prior approval for overtime (an authorization form is not needed but prior approval is and should be received via email). Follow all other aspects of the Overtime Policy and Procedures.

Temporary Staff, Student Employees (Work Study)

Temporary staff and student employees will be compensated based on their regularly scheduled hours, regardless of their ability to work remotely.

Vacancies and Recruitment

New employees with a scheduled hire date will start as planned. New Employee Orientation will be conducted remotely. Supervisors should be prepared for these employees to begin work remotely. Recruiters will contact hiring managers regarding the status and plan for positions which are currently open.

During this period of remote and altered operations, any non-critical temporary staff hiring will be restricted based on operational needs and taking into account safety and compliance requirements.

Resources and Support for Employees

The office of Human Resources will be operational with staff working remotely.

Information and resources to assist employees and their families in dealing with circumstances resulting from the COVID-19 outbreak are available on myAims website. Employees may also submit a question to covid19acc@aims.edu.

Questions regarding employee benefits, FMLA, ADAAA, workers compensation and all other HR related topics should be sent to the appropriate HR representative.

Human Resources remote hours will be Monday through Friday (8:00 a.m. – 5:00 p.m.). During regular business hours employees should expect to receive a response within one business day of receipt of the email.

Employees may also submit questions or concerns anonymously to askHR@aims.edu.

Please visit the HR page on myAims website for a list of HR staff contacts by topic.

- Tools for teleworking with documents are available, including Zoom, Google Drive, and VPN. See IT Resources for Remote Work <https://www.aims.edu/about/departments/it/remote-work.php> for usage information and support.
- Employees do not need to put an “Out of Office” message on their email. If **not** on leave and working remotely, employees should respond to email as they would normally.
- While working remotely, please check your phone regularly. For instructions please check IT’s Resources for Remote Work.
- While working remotely, employees should default to their office’s regular working hours schedule unless they are:
 - Ill
 - Caring for someone who is ill
 - Childcare closures
 - K-12 school closures
 - K-12 online classes

Employees should contact their supervisor and HR if a flexible schedule is needed or they are unable to work remotely.

- Student workers (work study) will still be able to work. They should be in touch with their supervisor about altered duties. If work is not available student workers will be paid based on their current normal work schedule.

All employees must read the attached [Remote Work Terms and Conditions Agreement](#) and notify your supervisor and Human Resources by email if you do not agree with any of the terms and conditions by end of business, Friday, March 20, 2020. If you do not notify your supervisor and HR within that timeframe, you will be considered to have agreed with all of the terms and conditions.

Nothing in this Remote Work Notification or the attached Agreement is intended to alter the at-will nature of employment or guarantee employment for any period of time for at-will employees (non-faculty, non-due process employees).