



Northern Marianas College Procedure

Procedure No.: 5010.26 Procedure Title: Telework
Issuing Date: 3/31/20 Adoption Date: Effective Date: 3/31/2020
Office of Origin: Human Resources Office
Procedure Approval Authority: President
Board Policy No. associate with this procedure: 5010
This Procedure Supersedes/Replaces: None.

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The interim procedure on teleworking provides for certain employees to work remotely and for supervisors to help manage their workforce during the COVID-19 pandemic. This procedure is not intended to serve as a permanent telework policy or procedure for the Northern Marianas College (NMC) and shall terminate by the President after authorization is given by the NMC Board of Regents.

Areas of Responsibility Supervisors will work with their direct reports to establish a telework schedule and complete the Telework Plan & Agreement form. This form must be submitted to the Human Resources Office.

Procedure details

1. Purpose
This procedure, applicable to non-instructional employees, governs teleworking arrangements that are required practically by the COVID-19 outbreak. Due to the uncertainty of the length and severity of the COVID-19 outbreak, all temporary telework arrangements will be evaluated on an ongoing basis and are subject to being modified or discontinued immediately upon written notice. Employees who are approved for temporary telework should have no expectation of ongoing telework.

To the extent possible, an employee's job duties and responsibilities will not change due to temporary teleworking. Professionalism in performance of job duties, work output and productivity, and service to the employee's department, clients, students and/or other constituencies as applicable, and related communications must be maintained at the standards set by NMC and the employee's supervisor.

Temporary teleworking employees should be available during business hours through email and phone for communication as necessary. To the extent possible, the amount of time an employee is expected to work and/or productivity expectations will not change an employee is expected to work

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and/or productivity expectations will not change due to teleworking, though temporary telework schedules may include work hours outside of regular business hours to allow for flexibility.

Open and ongoing communication between the teleworking employee and his/her supervisor is key to a successful telework arrangement. It is expected that the employee and supervisor work together to keep each other apprised of events or information obtained during the working day. Employees must communicate with their supervisor to identify in advance, and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary telework.

2. General Provisions

This interim procedure allows staff to work at home for periods where entry to NMC's campus is limited because of COVID-19 social distancing measures that are in place. Additional conditions are described below. The terms and conditions of employment, including all NMC Board policies and procedures, continue to apply, except as expressly stated herein.

NMC is under no obligation to approve any telework arrangements or agreements for any employee of the College. The decision to approve telework will place the health and safety of all employees above all other factors and will be made on a case-by-case basis.

All employees approved for telework must report to their immediate supervisor on a daily basis.

- A. The time period allotted for an employee to telework is limited to a timeframe designated by the institution.
- B. Considerations for telework under this procedure shall be given especially for employees who fall within the following categories:
 - i. Employees who have received a quarantine order by the Commonwealth Healthcare Corporation (CHCC) or a medical provider;
 - ii. Employees who have been required to remain home by NMC due to exposure or potential exposure;
 - iii. Employees who have returned from a country that has been listed on the CDC's Geographic Risk Assessment for COVID-19 as a Level 3 country. The CDC Geographic Risk Assessment for COVID-19 can be found at www.cdc.gov/coronavirus/2019-ncov/travelers; and
- C. Employees who have an underlying medical condition that subjects them to increased risk from the COVID-19 outbreak, at the discretion of the immediate supervisor or the Human Resources Office (HRO).
- D. Employees who have any illness or injury, including contracting

COVID-19, that restricts or renders the employee incapable of performing their job duties are not expected to and should not work from home while ill or injured. Employees should consult with HRO on sick leave benefits.

- E. Employees eligible for telework must at least be a full-time employee.
- F. Under extreme circumstances, the NMC President can make changes to this eligibility.

3. Considerations for Telework

When determining whether or not telework is appropriate, supervisors must consider whether or not it is operationally feasible for the employee to perform the core duties of their job away from the worksite. Supervisors should also consider whether the work performed can be adequately assessed to ensure that work is being performed and whether or not teleworking would pose any adverse risks to the operations of the department. Specifically, supervisors should consider the following questions:

- A. Can the work performed be monitored by output versus time spent doing the job? Is the job characterized by clearly defined tasks and deliverables?
- B. Is there sufficient work for the employee to perform away from the worksite?
- C. What are the technical and equipment needs required to perform the work and can those technical and equipment needs be readily accessed from home?
- D. Does the work require minimal need for on-site files, records, special equipment, software, or other resources?
- E. Does the work require limited need for face-to-face contact with the students, colleagues or the public?
- F. Can communication with students, colleagues or the public be satisfied remotely?
- G. Can the work be performed remotely without unnecessary risk to the security of data, networks, or client confidentiality?
- H. If the position is managerial, can the employee effectively supervise their subordinate employees remotely?

4. Requirements for Teleworking

Requirements for teleworking include, but are not limited to:

- A. The employee must continue to follow NMC required timekeeping through electronic means.
- B. The employee must work their regularly scheduled hours, or agreed scheduled hours, for each telework day. Employees must record working time in a form provided by the institution.
- C. The employee must check and respond to emails periodically throughout the day and must be available via email and phone. Access to the internet and/or to a phone is the responsibility of the employee, however, the College will work to identify assistance when possible and reasonable in this regard.
- D. Employees must also complete a Telework Plan & Agreement form which is attached to this procedure. The Telework Plan & Agreement requires the employee to certify that his or her remote location includes a safe, private, and quiet space sufficient to allow the employee to perform the core duties of the job, and that the employee has technology and equipment needed to perform the job. The agreement also provides, among other things, that NMC is not responsible for the costs of the employee's equipment and facilities utilized during telework, including without limitation home office space, internet, computer and phone equipment.
- E. The employee must comply with all local and federal laws as it relates to their work. This includes the Family Educational Rights and Privacy Act (FERPA).
- F. Employees must safeguard NMC's confidential information, including student, organizational, financial, and other information. NMC will identify procedures to recover any confidential information an employee takes home for purposes of telecommuting.
- G. Given the evolving circumstances of COVID19, any or all parts of this interim procedure may be amended at any time by the institution.

5. Requests for Leave

Unless a flexible schedule is agreed to and unless earlier communicated, employees should not permit non-work-related events and activities to disrupt or interfere with scheduled work time. Requests to use sick leave, annual leave or other leave must be approved in the same manner

