



MMC EMERGENCY TELECOMMUTING POLICY

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Resources

Issued by: Human

I. PURPOSE

The top priority of Marymount Manhattan College (MMC) is to maintain a safe work place for our students and employees while sustaining academic programs and continuity of business during times of emergency. This document outlines MMC's Emergency Telecommuting Policy, which has been adopted to specifically address the needs of our staff and the processes that will ensure our capacity to continue providing administrative/critical services during times of emergency.

II. ESSENTIAL ON-SITE EMPLOYEES

During emergency events, some positions require on-site presence to maintain the security, safety, and physical operation of MMC. These employees may include, but are not limited to, facilities staff, security staff, and certain administrative staff. Supervisors, in coordination with the Vice President for Finance and Administration, are responsible for identifying Essential On-Site Employees. Employees who have questions concerning their responsibilities during a College closure should speak directly with their supervisors.

III. EMERGENCY TELECOMMUTING

During an emergency response, Emergency Telecommuting will be implemented at the direction of the President when an emergency requires remote delivery of services.

APPLICABILITY

Emergency Telecommuting will generally become applicable during emergency situations that:

- (a) Require a closure of certain College facilities, but a continuation of normal business operations;
or
- (b) Require a complete closure of College facilities (with the exception of residence halls), but a continuation of essential business operations;

In general, staff members whose positions do not require on-site presence for the delivery of service will be eligible for Emergency Telecommuting; however, the determination of position eligibility will be made by supervisors.

EMERGENCY TELECOMMUTING POLICY

The following policy applies to all situations in which Emergency Telecommuting is implemented:

- Individuals must speak with their supervisors to determine if their positions are conducive to remote work and what daily deliverables they will be expected to complete while working remotely.
- Telecommuting employees are required to make themselves available to handle calls, emails, and alternative modes of communication from the office during regular business hours, generally 9am-5pm unless department specific. Please ensure that your supervisor has your best contact information and an alternative means of communication, if necessary.
- Telecommuting employees are covered by Worker's Compensation while performing official duties for MMC.
- Work performed at the telecommuting location is official MMC business. Individuals who are telecommuting must act in accordance with MMC policies and procedures while telecommuting.
- During telecommuting periods, **overtime is prohibited** with the exception of some Essential On-Site Employees, who will be notified by their supervisors if overtime is required.
- Regular paid time-off accruals continue during telecommuting.
- Individuals must have the necessary technology in order to complete job functions. Please speak to your supervisor to determine technology needs.

The below sections expand upon the policy outlined above when it applies to a complete closure of College facilities (with the exception of residence halls).

IV. COMPLETE CLOSURE OF FACILITIES (WITH EXCEPTION OF RESIDENCE HALLS), BUT CONTINUATION OF NORMAL BUSINESS OPERATIONS

When an emergency requires complete closure of certain College facilities, but a continuation of normal business operations:

- All staff are expected to work remotely if possible and should work with their supervisors to determine the best use of time and deliverables.
- Staff members whose regular job function does not lend itself to remote work must remain available during regular business hours and may be asked to take on other tasks as assigned by their supervisor.

V. COMPLETE CLOSURE OF FACILITIES (WITH EXCEPTION OF RESIDENCE HALLS) AND SUSPENSION OF NORMAL BUSINESS OPERATIONS

When an emergency requires a complete closure of MMC; i.e., MMC is physically closed and most operations are shut down:

- Only those employees whose positions are required to deliver essential functions for MMC, as determined by the Vice President for Finance and Administration, will be required to work. That work will occur remotely with some exceptions, also as determined by the Vice President for Finance and Administration.