

# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

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## Emergency Telecommuting

Authority: Board Action

Original Adoption: 03/18/2020

Effective Date: 04/09/2020

Last Revision: 04/09/2020

### **PURPOSE**

On March 11, 2020, Governor John Bel Edwards issued Proclamation Number 43 JBE 2020 declaring a public health emergency as a result of the CoVID-19 pandemic. On March 16, 2020, Governor Edwards issued Proclamation Number 30 JBE 2020 providing additional restrictive measures in an effort to slow the transmission and spread of CoVID-19. These restrictions include limitation on the number of people authorized to gather in a single location and a requirement that all state agencies provide for attendance at meetings via teleconference or video conference. This order of the Governor is in effect until **April 30, 2020**.

During this period, Louisiana Community and Technical College System (LCTCS) Board Office will remain open; however, all employees will work remotely from home to the extent possible.

### **RATIONAL AND SCOPE**

In an effort to ensure the health, safety, and welfare of the faculty, staff, and students of LCTCS, as well as the community it serves, and to ensure compliance with the directives set forth by the Governor, LCTCS is adopting this temporary telecommuting policy and related guidelines effective March 18, 2020. This policy will remain in effect through the close of business on **April 30, 2020**. Employees will report to their usual worksite at their usual reporting time on **Friday, May 1, 2020**, unless otherwise informed by their supervisor.

### **POLICY AUDIENCE**

This policy applies to all LCTCS employees. All supervisors and employees should be familiar with the contents of this policy and its supporting guidelines.

### **POLICY COMPLIANCE**

Employees are expected to perform assigned work duties during assigned business hours although reasonable amounts of time for rest and/or meal breaks are permitted. Violations of any of the terms outlined in this policy will be subject to disciplinary action up to and including termination of employment.

### **POLICY DEFINITIONS**

Exempt Employee – An individual employed in a position determined to be “exempt” per the Fair Labor Standards Act (FLSA). Exempt employees do not earn “time and a half” compensation for working greater than 40 hours per workweek. Exempt employees are typically salaried employees.

Non-Exempt Employee – An individual employed in a position determined to be “non-exempt” per the Fair Labor Standards Act (FLSA). Non-exempt employees earn compensation at “time and a half” (or 1.5 times) their usual hourly pay rate for each hour worked over 40 hours per workweek. Non-exempt employees are typically hourly employees.

Telecommuting – Allows an employee to work at home or at another off-site location for a specified number of hours per week. A combination of onsite and off-site work may be arranged under this option.

Work Week - LCTCS's normal work week is forty (40) hours per week, including lunch periods, beginning at 12:00:01 a.m. on Monday and ending at 12:00:00 (midnight) the following Sunday. This work week cannot be changed, and any hours worked in excess of forty (40) during that work week will be eligible for compensatory time (non-exempt only). The normal work week consists of five 8-hour days.

## **POLICY IMPLEMENTATION PROCEDURES**

The following guidelines and expectations are applicable to this policy:

- All employees shall, for the period of March 18, 2020 through **April 30, 2020**, work remotely from their homes to the extent possible.
- Employees must be available and on call for communication and contact during regular business hours or as instructed by their supervisor. Typical LCTCS business hours are 8:00a.m. to 5:00p.m. Monday through Friday.
- Non-exempt employees must track all hours worked including meal breaks.
- Employees must continue to request supervisor approval to use any sick, vacation, or other leave in the same manner as if working onsite.
- All non-exempt employees must request supervisor approval in advance for any overtime/compensatory time. Exempt employees are not eligible for compensatory time while telecommuting.
- Employees should not make any purchases without pre-approval from their supervisors or without following the usual and customary purchasing policy and guidelines.
- Every reasonable effort will be made to provide employees with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain and continuity of LCTCS’s business operations.
- LCTCS-issued devices may be used for business-related purposes only.
- Supervisors may request or direct employees to report to their regular work location for the limited purpose of performing a task which may not be accomplished remotely and which is necessary for the ongoing operation of LCTCS. However, no gathering at LCTCS shall exceed ten (10) individuals in a single location while performing such tasks.
- Any employee requested or directed to report to their regular work domicile who believes that s/he is at a heightened risk or who may be experiencing symptoms congruent with CoVID-19 shall immediately notify the Human Resources and request to be relieved of the request or

directive. An order by the employee's primary health care provider restricting their duties shall automatically relieve the employee of the request or directive.

- Any work-related injuries should continue to be reported to as per the Workers' Compensation policy and procedures. When an employee is using his/her personal vehicle for official LCTCS business, the employee's automobile insurance is primary.

#### **POLICY RELATED INFORMATION**

Governor's Proclamation Number JBE 2020-25  
Governor's Proclamation Number JBE 2020-30  
Governor's Proclamation Number JBE 2020-43

#### **POLICY HISTORY AND REVIEW CYCLE**

This policy is new and does not replace any other policies. This policy will be reviewed seven (7) days prior to its expiration date of **April 30, 2020**, and revised if needed.

#### **POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



Dr. Monty Sullivan  
Louisiana Community & Technical College System  
President

4/9/2020

Date