TEMPORARY ACCOMMODATION: WORKING FROM HOME

This is a temporary accommodation to our Central Office’s Telecommuting policy, and it is being implemented in response to the COVID-19 outbreak, which has now been declared a pandemic by WHO.

Because the Research Foundation’s Central Office business normally requires “core hours” presence, this temporary accommodation is not meant to set precedent as to consideration for future assignments or accommodations. The Central Office makes this temporary accommodation in the spirit of keeping its employees as healthy and safe as possible during these challenging circumstances, while at the same time, allowing our employees to perform essential work duties required of their respective positions. This temporary accommodation also allows those employees who do not feel comfortable maintaining regular office hours during this epidemic the opportunity to stay home temporarily and use paid time off.

Remote Workers: Department managers have identified and will individually discuss remote work assignments and deliverables with those employees who are able to temporarily work from home on work-related projects or tasks. The remote worker will be issued a company-owned laptop computer for the purposes of accomplishing these tasks or projects.

Hourly employees will confirm their work schedules with their managers, start and stop times, paid 15 minute breaks, if any, and unpaid lunch breaks, if any. All remote-work employees agree to adhere to all conditions set forth in the discussion with their manager and will ensure regular communications throughout the work day.

Exempt employees will also confirm their work schedules with their Director, and also agree to adhere to all conditions set forth in the discussion with their Director and will ensure regular communications throughout the work day.

This temporary accommodation will be reviewed by senior management on a week to week basis, starting MONDAY, MARCH 16, 2020. The status of the Central Office temporary telecommuting assignments will be updated regularly through verbal and email messages to you, as well as on the SJSU Research Foundation website. Please also ensure that your current contact information is listed in your Employee Online account at https://sjs-online.aspgov.com/

CHECK IF APPLICABLE:

[  ] I am an employee whose role does not require me to be onsite, or, I am not comfortable reporting in to the office at this time. I am being allowed to take paid time off, as possible. Non-benefitted, hourly employees, including student assistants, are eligible for sick leave hours up to 24 hours per calendar year. Benefitted employees are eligible to receive sick leave pay up to your present accruals. Please review your last pay stub or access your Employee Online account (https://sjs-online.aspgov.com/) to determine the sick leave balance.

[  ] I am an employee who has been given the opportunity to work remotely, and I hereby decline said opportunity at this time. I understand that working remotely may need to be imposed, depending upon working conditions.

I have read the above, and I agree to comply with all conditions stated.

_______________________________________    Date: ____________________
Print Name: ______________________________ Department: ________________

Assigned Manager’s Signature ____________________________________________
TEMPORARY ACCOMMODATION:
WORK PROPOSAL

Due to the COVID-19 outbreak the following proposal has been created to facilitate a work from home (remote work) plan.

This employee is: [ ] an exempt level employee [ ] a non-exempt (hourly) level employee

Work Schedule

You will maintain a work schedule staring at _____ a.m. and ending at _____ p.m., Monday through and including Friday. This requires you to be logged in to your company laptop, which has VPN, work throughout the work day, and make yourself available to internal and external customers throughout the work day via phone, zoom, and/or email.

If hourly employee: This employee has been advised that they must adhere to their paid 15 minute breaks schedule and to their unpaid lunch (___ minutes) schedule. They agree to note all hours worked on their online time sheets, without exception.

Conduct daily check in to discuss tasks via zoom at the following times:

• [time] for around _____ minutes / hours; and
• [time] for around _____ minutes / hours; and

Minimum infrastructure confirmed

[Manager] has confirmed the employee has an unlimited phone plan and is available to send and receive telephone calls throughout the work day.
[Manager] has also confirmed that employee has internet access and is able to send and receive e-mails and documents throughout the work day.

Daily and Weekly deliverables required (Refer to attachment)

Daily and Weekly deliverables will be reviewed against completed tasks at the end of each day, and on the last day of the week. IF NECESSARY, a new deliverables schedule will be developed and submitted on that day for the following week during the remote work assignment period. Please refer to the specific deliverables below that were discussed and agreed to.

Request

This remote proposal covers the period of 03/11/2020 - 03/20/2020. Extensions beyond these dates require further discussion.

This employee requires:

[ ] a laptop computer with VPN access for the duration of their remote work assignment.
[ ] a laptop charger for the duration of their remote work assignment.
[ ] Other equipment, as noted: ________________________________