

PURPOSE

It has been Baker College's philosophy throughout the COVID-19 Pandemic that all employees who are able to work remotely continue to do so. The exception to remote work includes Campus Safety, Facilities, in-person instruction for specific labs and clinicals, and staff needed to support the minimal in-person students and faculty.

ASSESSMENT

Baker College will determine whether or not employees can feasibly perform their job responsibilities remotely, in full or in part. For some positions, that determination can be made without significant review. For example, Campus Safety, Facilities, in-person instruction for specific labs and clinicals, and staff needed to support the minimal in-person students and faculty. If it is not clear whether or not an employee can feasibly work remotely, Baker College will conduct a case-by-case assessment. Considerations related to feasibility of remote work include, but are not limited to: impact on student service and ability of student's to stay on track with their academic plan; impact on operations; impact on co-workers; confidentiality concerns; availability of technology resources (including appropriate security measures) and availability of a conducive remote work environment.

EXPECTATIONS

Employees who are working remotely must comply with all personnel policies and safety standards. These include, but are not limited to, Baker College's time and attendance policy, unauthorized overtime work, and confidentiality.

For non-exempt employees, all time worked remotely must be recorded on eTIME timecard every week and approved by employee and supervisor.

- **Performance Expectations**
 - To the extent possible, an employee's job duties and responsibilities will not change due to temporary remote work. Professionalism in performance of job duties, work output and productivity, and service to the employee's department, clients, or other customers (internal and external), and related communications, must be maintained by the standards set by Baker College and the employee's supervisor.
- **Ongoing Evaluation**
 - Due to the uncertainty of the length and severity of the COVID-19 pandemic, all temporary remote work arrangements will continue to be evaluated on an ongoing basis. For employees who have been previously approved for an ongoing remote work arrangement (unrelated to the COVID-19 pandemic), policies and arrangements applicable to that arrangement will remain in effect.

ON-SITE WORK

In the event an employee who is temporarily working remote has a legitimate need to be present at the worksite, the employee must obtain approval from Human Resources and notify campus leadership prior to going to campus. In addition to HR approval, the employee must review all provided COVID-19 education materials and complete the COVID-19 Acknowledgement form. Such protocols include but are not limited to adherence to the Baker College's COVID-19 Preparedness and Response Plan, completion of the Baker College's daily entry self-screening protocols, and adherence to the Baker College requirements related to face masks and social distancing.

Please know that your safety and the safety of your co-workers is critically important to us. Please refer to the Baker College's COVID-19 Preparedness Plan for further information about our extensive safety protocols, or contact Human Resources.