

## SUPERVISOR'S GUIDE TO ALTERNATIVE WORK ARRANGEMENTS AND TELEWORK

We find ourselves in a unique and challenging time in regard to employment and how work will be completed. The spread of COVID-19 and its affect is unprecedented. Unlike “typical” declared emergencies, this pandemic may result in a longer term of non-traditional operations. As you have been notified, the institution must immediately begin the process of transitioning employees to Telework (work-at-home) arrangements. At the present, we do not yet know the duration of these arrangements and appreciate your cooperation as the situation unfolds.

For Fairmont State University to continue to thrive, it is vital for all non-essential employees to work from an alternate location. The institution will make decisions regarding which employees are deemed essential. Until that time or unless you are directly notified, please consider yourself and your staff to be non-essential.

This guide is designed to provide managers and supervisors information and resources to assist in switching from on-campus to remote operations. Human Resources will provide all services except face-to-face appointments or walk-ins; and we will be available at our usual work phone numbers and email addresses to discuss, advise and answer questions on employee assignments, leave issues, benefits, workers’ compensation, FMLA, productivity and other employment concerns. The directory of HR services, along with HR office staff names, titles, emails and phones, [is listed below](#).

### ALTERNATIVE WORK ARRANGEMENTS

Flexibility is key in the coming weeks. Alternative work arrangements include teleworking, flexible work schedules, reduced-hour work weeks and compressed work weeks. HR will advise supervisors on all of these issues, to ensure a standard, consistent and equitable approach for employees.

- As of Monday, March 23, 2020, non-essential employees are directed to work remotely. While they should NOT come to the office as usual, employees may be directed to stop by or work from the office at some time or times during the week, to cover phones, collect and distribute mail, etc.
- All employees asked to telework must sign and return the below [telework agreement form](#).
- Per IT, if an employee needs to utilize their office computers and peripherals, such as scanners and monitors, they may take these items to their remote work location. Employees should read and sign the below [telework agreement](#).
- Employees should work regular office hours while teleworking so that institutional operations are covered during business hours. Deviations from that schedule require supervisory approval. However, understand that many employees may now have children at home from school or other family members at home who need care. Please make allowances for more flexible timing, whenever and wherever possible, based on your unit’s unique operational needs.
- Non-exempt/hourly/overtime-eligible employees need to record hours worked daily using the below [Fairmont State University Time Sheet – Hourly Employees](#). For Kronos approval, timekeepers will

enter hours worked for each employee as noted on the timesheet. This information must be provided timely.

- Supervisors are required to ensure that employees have sufficient work to perform from home. Some example of tasks that can be assigned once normal operational duties are completed include: review of governmental manuals or policies, or professional books; updating forms and templates; or review and revision of procedures and guidelines.
- Non-exempt/hourly employees must obtain prior written approval from their supervisor before occurring any overtime (time worked greater than 37.5/week). Exempt employees are not eligible for overtime or compensatory time during this alternative work arrangement.
- Consider sharing resources. If one work unit has a great deal of work that can be done remotely, and another unit's employees don't have enough remote work to keep them busy, see if another supervisor can use the latter's help.

## **LEAVE AND REDUCED WORK HOURS CONCERNS AND QUESTIONS**

It is important that you remain flexible during this time. Therefore, supervisors should consider the following in regard to leave requests from employees. IF:

- The employee is considered vulnerable (i.e., older adults and individuals who have serious chronic medical condition) to becoming very sick if they contract COVID-19;
- The employee is pregnant or has a spouse or member of their household who is pregnant;
- The employee needs to stay at home with their children as the result of the closure of school and/or daycare; and
- The employee is uncomfortable working at all—at home or not—as a result of the COVID-19 pandemic;

then supervisors may grant leave requests, *after consultation with Human Resources*:

- Employees may self-isolate for up to 14 calendar days and use sick leave. Employees must complete the below [Certification of Illness or Quarantine](#). While no Family Medical Leave Act (FMLA) documentation will be required for the initial 14 calendar days, the approval of continued sick leave will be contingent on the employee's submission of the appropriate and medically documented request forms after those 14 days, whether for their own or for an eligible family member's illness.
- Sick leave may be used **ONLY** for purposes of the employee's or other eligible immediate family member's illness.
- The usual FMLA guidance applies: an employee who carries a leave balance must exhaust that leave before they can be put onto leave without pay. An employee may not elect to go off payroll when they have a leave balance available.
- Annual leave must be approved by a supervisor in advance of an employee's taking the time off. The supervisor has the discretion to address leave requests within Fairmont State University's policies.
- There are some employees who have been directed to work from home who have minimal or no leave balances. Supervisors should alert HR and Payroll immediately if these employees are not complying with their telework assignments so that they can be moved to leave without pay.
- With the supervisor's approval, an employee can work a reduced work schedule, such as 20 hours per week (the minimum that an employee must work to retain benefits) to accommodate family needs.

However, the employee must use their appropriate leave, annual or sick, to cover the regularly scheduled hours NOT worked.

## **DURATION OF THIS PLAN**

Given this unusual situation, we want to be flexible and understanding since we don't know specifically how long to anticipate this need. Please hold regular check-ins with employees via telephone or email. The University administration will remain in close contact with supervisors during this time to keep you apprised of decisions as they are made. Also consult the Fairmont State University's website, [COVID-19 page for up-to-date information](#).

## **OPERATIONAL, BUSINESS AND LEGAL CONSIDERATIONS**

- Fairmont State will not be liable for damages to the remote location that result in participation in telecommuting or reimburse any costs associated with using the employee's residence.
- Employees are covered under Workers' Compensation Law if injured in the course of performing official duties at the telecommuting location. Appropriate and prompt reporting is required, per standard practice.
- The employee will apply approved safeguards to protect University records from unauthorized disclosure or damage. All work done at the telework/remote location is considered University business.

## **FURTHER SUGGESTIONS FOR TELEWORK ASSIGNMENTS**

- Telework assignments should be directly related to the employee's job and allow the employee to meet operational needs from a remote location. This may include conducting meetings via telephone or video conferencing, responding to email, writing procedures for the department, reviewing or preparing materials related to their work, etc.

**As previously notified, Employees should have attended training to assist in setting up their telework site and accessing University systems.**

- If directly related work is not immediately available but the employee still has access to technology resources, supervisors should consider allowing employees to participate in online training that is:
  - Related to their primary job.
  - Required training at Fairmont State University (e.g., safety, diversity, ITS, etc.).
  - Beneficial for their personal or professional development.
- If technology resources are not readily available to the employee, please consider providing printed resources that employees can work through as assignments during this period. This may include reviewing policies related to their work/department, reviewing safety procedures, reading a book that is recommended by the supervisor, etc.

## **HOW TO STRUCTURE TELEWORK ASSIGNMENTS**

The following should assist supervisors in identifying appropriate telework assignments, effectively managing those assignments, and supporting employees from a remote location.

Before determining telework assignments, please consider the following:

- Does the employee have access to a computer/internet at home? Do I need to transfer items to a flash drive or send via email?
- Are my employees exempt or non-exempt? (Refer to HR with any questions)
- How and when will I check in with my team members?
- Are there any projects that have been lingering around as “nice to have”, but you haven’t had time to tackle them?

## RESOURCES AVAILABLE

- <https://library.fairmontstate.edu>
- <https://fairmontstate-wv.safecolleges.com/training/extra>, SafeColleges includes a catalog of over 100 online trainings.
- <https://www.fairmontstate.edu/it/remote-work-tools>
- IT Services Email: [help@fairmontstate.edu](mailto:help@fairmontstate.edu)
- IT Help Desk: 304-367-4810

## TRACKING WORK PROGRESS

The [Assignment Tracker](#) is an optional document you can distribute to employees as a way to help stay on track while working from home.

It is important to set solid expectations for employees on *what* assignments you expect accomplished with a timeframe of *when* you expect to receive progress updates and completion of work.

Be realistic and flexible about how much time employees may need and the level of support you may need to provide.

You and your employee(s) can share these via email.

## PROOF OF ASSIGNMENTS

The customizable [Proof of Assignments](#) is an optional document you can use to help guide you through discussions with your employees about the specific work they completed. It provides reflection and follow up questions you may want to ask employees about the task completed, with an area to map out exactly what you need to do to set those clear expectations with your employees.

## TIPS TO KEEP EMPLOYEES ENGAGED

- Continue group and individual 1-1 meetings via Microsoft Teams or by phone.
- It is easy to become consumed in work you are completing, and daily check-ins are important to stay informed with how your employees are doing and what support they need from you and others on the team.
- Ask employees for their input on what assignments are appealing to them, or which ones might be more conducive to a remote work setting.
- Don’t forget to provide feedback and recognition while working remotely.

Contact the Human Resources Office with any questions and/or concerns

*Our supervisors are the backbone and support of all of the work that is accomplished here at Fairmont State, and we know that this adds substantially to your responsibilities. Thank you for your efforts and good work during this difficult time.*

## RESOURCES

### ASSIGNMENT TRACKER

Assignment #	Approved Assignment Name	Due Date	Start Date	Completion Date	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Word document; copy, fill in and return via email to your supervisor

**PROOF OF ASSIGNMENT COMPLETION**

*This report covers the period of:*

**Start Date:**

**Completion Date:**

Date	Timeframe	Action Steps	Notes

**Word document; copy, fill in and return via email to your supervisor**

## TELEWORK (A.K.A. WORK-AT-HOME) AGREEMENT

On March 18, 2020, Governor Jim Justice advised employees of all State Agencies to work from home where possible. To ensure compliance with the Governor's directives, and guidance from the Centers for Disease Control and the WV Higher Education Policy Commission, Fairmont State will be operating on a work-at-home schedule for all non-essential employees beginning Monday, March 23, 2020. An end date for work-at-home schedules has not, yet, been determined but will be communicated as soon as possible.

To ensure proper implementation of this process, all employees (faculty, staff or student) faculty members must complete this document and have it authorized by their immediate supervisor or Vice President. During this time, work hours, compensation, benefits, use of sick time off, and approval for use of annual time off (if applicable) will continue to conform to University policies and procedures. All Telework Agreements are currently open-ended, with no set end-date. This Telecommuting Agreement does not alter the at-will nature of employment.

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Telework Site: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## WORK SCHEDULE AND HOURS

Unless circumstances change, the telework employees must be able to be present—if and as directed—at his/her office/department as necessary to attend virtual meetings, training sessions, or similar events or occurrences as necessary. No travel reimbursement will be paid to the employee for these visits.

All employees are expected to work the hours required to satisfy the expectations of their position. For faculty, those expectations include but are not limited to course delivery, academic advising, assessment, and any related administrative duties.

## EQUIPMENT

Employees are permitted, at the supervisor’s discretion and with the supervisor’s permission, to take University property to be used at the telework location, expressly and only for the work assigned to be performed at the telework location:

<p>University property that will be utilized at the telework location (include serial numbers or inventory numbers where available):</p> <hr/>	<p>Employee-owned equipment that will be utilized at the telework location:</p> <hr/>
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With reasonable notice, the university may make on-site visits to the telework location to determine if the work site is safe and free from hazards, and to maintain, repair, inspect or retrieve University-owned equipment, software, data and supplies.

The employee will not be reimbursed for the cost of utilities and services used at the telework site, the cost for which will be borne by the employee.

Upon the termination of the Telework Arrangement, the employee must return University equipment in the same condition in which it was originally received, minus normal wear and tear. The employee is personally responsible for missing or damaged equipment.

**EMPLOYEE**

My signature below is my agreement that I understand that I have been assigned to telework from a remote location. Unless I am specifically directed, or I have sought and obtained authorized permission, I am not to come onto campus for the duration of the COVID-19 telework period. I further understand that all employment policies and benefits that I currently have will remain intact during this time, and I agree to abide by all standing policies and guidelines regarding employment, including leave policies (where applicable). I will maintain the security of University data, information, resources and property.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR**

I have reviewed and approved this Telework Agreement.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After approval, the signed Telework Agreement should be forwarded to Human Resources for review and approval.

**REVIEWED BY HUMAN RESOURCES**

I have reviewed and approved this Telework Agreement.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## HUMAN RESOURCES AND BENEFITS INFORMATIONAL GUIDE

The **Vice President for Human Resources** is responsible for the general oversight of Human Resources and Benefits including: affirmative action/EEO and preparation of annual AA plans, employee relations, classification and compensation, employee training and development, grievances and employment lawsuits, labor law compliance, and exit interviews. The following areas report to the **Vice President for Human Resources** ([cindy.curry@fairmontstate.edu](mailto:cindy.curry@fairmontstate.edu), 367-4386):

**Maria Marshall, Supervisor of HR**                      **367-4807**

[maria.marshall@fairmontstate.edu](mailto:maria.marshall@fairmontstate.edu)

Responsible for:

- Personnel file security and access; records retention
- Salary raise process
- Calculation of faculty and staff increment months of service
- Submitting employee names with 20, 25, 30, 35+ years of service (in accordance with increment guidelines) for the annual governor's recognition program
- Creating and sending out global announcements for postings
- Canceling/Extending postings upon failed search
- Answering questions from supervisor/hiring manager regarding hiring proposals and completing online hiring process
- Answering questions from supervisor/hiring manager regarding setting up Guest User Accounts
- Posting of Faculty, Staff, and T-job positions
- Institutional liaison for troubleshooting, new processes, and changes to the online hiring manager and applicant systems (via system case management)

**Becky Baldwin, HR Representative**                      **367-4111**

[becky.baldwin@fairmontstate.edu](mailto:becky.baldwin@fairmontstate.edu)

Responsible for:

- Initiating faculty and staff background checks
- Advertising faculty and staff positions on VetCentral website
- Employment verifications
- Employee orientations
- SafeColleges site administration for faculty and staff
- PeopleAdmin applicant assistance
- PeopleAdmin user account management
- Creating and maintaining all employee personnel files (faculty and staff)

**Ashley Maxey, HR Benefits Manager**

**367-4113**

[ashley.maxey@fairmontstate.edu](mailto:ashley.maxey@fairmontstate.edu)

Responsible for:

- Benefits enrollment, changes, and maintenance
- FMLA enrollment and tracking
- Meets with full-time employees upon hire, resignation/retirement, or changes of benefits
- Leaves of Absence, faculty and staff
- Employee Wellness
- Leave administration
- Short- and long-Term disability administration
- ADA advice and assistance with accommodations

**Elizabeth McCutcheon, HR Representative Sr.**

**367-4383**

[elizabeth.mccutcheon@fairmontstate.edu](mailto:elizabeth.mccutcheon@fairmontstate.edu)

Responsible for:

- Processing of catastrophic leave requests and related activities
- Performance evaluations
- Workers compensation
- Unemployment compensation
- Answering questions regarding how to initiate online position description requests (requests to fill and changes to positions)
- Initially receiving and processing of online position description requests (requests to fill and changes to positions)
- Modifying user accounts and departments so that requests in PeopleAdmin roll up to the correct administrators for review and approval
- Assigning additional user types and system email notifications as requested
- Supervision changes, as well as changes to Banner NBAPOSN
- Making offers/negotiating salary and terms of employment to full-time faculty and staff candidates

**FAIRMONT STATE UNIVERSITY  
TIME SHEET - HOURLY EMPLOYEES**

BEGIN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
END \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
SOCIAL SECURITY NUMBER

ORGANIZATION NUMBER \_\_\_\_\_  
ORGANIZATION NAME \_\_\_\_\_

<b>FUND NUMBER:</b> CWSP _____ AUX _____ <i>(Student Employees Only)</i>
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TIME PERIOD	DAY OF WEEK	DAY OF MONTH	WORK PERIOD - I		WORK PERIOD - II		TOTAL HOURS WORKED	SUPERVISOR INITIALS
			TIME IN	TIME OUT	TIME IN	TIME OUT		
<i>Time Period</i>	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
<i>Time Period</i>	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							
	Sat							
	Sun							
	Mon							
	Tues							
	Wed							
	Thurs							
	Fri							

**TOTAL HOURS WORKED**

*Time sheets are to be turned into the Payroll Office—Room #305, Hardway Building. Time sheets must be completed in blue ink.*

**SIGNED AND CERTIFIED TO BE CORRECT:**

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT HEAD



## CERTIFICATION OF ILLNESS or QUARANTINE

*To be used by Faculty AND Staff*

I, \_\_\_\_\_ (*print name*), an employee of Fairmont State University, do, by my signature below, certify that:

1) I have been (*complete A or B*):

A - ill from \_\_\_\_\_ to \_\_\_\_\_ (*give dates*),  
experiencing the following cold/flu-like symptoms:

\_\_\_\_\_ ; or

B - I have (*check one*)

- a) been directly exposed to a known coronavirus case, or
- b) traveled to a location considered level 3 or higher by the CDC, or
- c) traveled to a place where health authorities are formally requesting self- quarantines to be used;

2) I decided to self-quarantine due to this condition, from \_\_\_/\_\_\_/2020 to \_\_\_/\_\_\_/2020

My signature below is my certification and agreement that:

- I have isolated myself during this period of time and have only left my residence when absolutely essential, such as doctor visits;
- I submit this Certification of Illness in lieu of a physician's note as to my absence from work at Fairmont State University;
- I fully understand that submission of this Certification of Illness or Quarantine under false pretenses (which would include failure to genuinely self-isolate during the listed times) would constitute a fraud upon the University and may make me subject to discipline.

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

Return this form to HR, 324 Hardway Hall; or by scanning to [hr@fairmontstate.edu](mailto:hr@fairmontstate.edu).

Leave issues and concerns for leave-eligible employees should be addressed to HR at [hr@fairmontstate.edu](mailto:hr@fairmontstate.edu).

***This certification of illness or quarantine is only accepted as valid by the University to document an absence of up to two calendar weeks. A physician's note is required for absences of greater length, and FMLA CERTIFICATION MAY BE REQUIRED. Special circumstances may be reviewed by HR.***