TU TEMPORARY/EPISODIC COVID-19 TELEWORK POLICY

Effective Date: March 13, 2020 (Updated 3:35 PM)

AUTHORIZATION:

This temporary Policy has been approved by President Kim Schatzel, effective 3/13/2020.

GENERAL:

Towson University (“TU”) will remain open with limited services during a period of temporary/episodic telework.

The TU President may declare temporary/episodic telework. The regular restrictions on teleworking are waived during this period. Examples of waivers include completion of any request for telework form as well as any restriction on teleworking from home when caring for children or dependent adults as long as the employee believes they can safely and effectively telework while providing necessary care.

During this period of temporary/episodic telework, the goal is to support social distancing by dramatically reducing the number of people on campus. This Policy does not preclude Faculty from continuing to have access to their work space, as needed.

SPECIFIC DIRECTION:

When a declaration is made to transition to temporary/episodic telework under this Policy, all employees who are deemed non-essential and/or Sustainable will be asked to work remotely as directed by your supervisor.

Employees working remotely, who are unable to perform duties during the period of telework due to illness, vacation, or other personal reasons, are required to use appropriate leave in accordance with standard university policies.

SUSTAINABLE employees for the purpose of this Temporary/Episodic COVID 19 Telework Policy is defined as “a position designated as VITAL to the operation of the division/department which is likely to have an impact on services for students, faculty and/or staff.” These positions/individuals will need to work in order to sustain an adequate level of operations even if leave is otherwise granted. The functions and level of operations to be sustained are as determined by the division/department head. Sustainable employees who are not able to work remotely, as determined by their supervisor, will be placed on Administrative Leave unless they have been deemed essential employees as described below.

ESSENTIAL employees for the purpose of this Temporary/Episodic COVID 19 Telework Policy is defined as a position designated as VITAL to the operation of a facility and whose
physical presence is required regardless of the existence of an emergency condition, and whose absence from duty could affect the safety and well-being of the campus population and/or physical premises.”

Non-exempt employees who are designated as ESSENTIAL employees for the purpose of this Temporary/Episodic COVID 19 Telework Policy are required to report to work for their regularly scheduled shifts, and should stay in contact with their supervisors to determine whether their designation changes.

ACCESS TO CAMPUS:

During this period of temporary/episodic telework, Faculty will continue to have access to their work space, as needed. Sustainable employees, other than Faculty, can receive temporary access to their work space with prior permission from their supervisor.

ADDITIONAL PRECAUTIONS:

Employees who have been designated as ESSENTIAL employees for the purpose of this Temporary/Episodic COVID 19 Telework Policy who have symptoms consistent with COVID-19 (fever, coughing, shortness of breath) should not come to campus and should contact their supervisor. An individual coming to their worksite when they have been directed to stay away may be subject to disciplinary action.

DURATION OF POLICY:

This Policy will be in effect until further notice. The evaluation of the need to implement telework will be continuous.