

COVID-19

The following information is in response to the COVID-19 pandemic. It is subject to change at any time by St. Olaf College, with or without prior notice.

REMOTE WORK

As the College moves toward remote work for certain positions and departments, the following procedures should be followed accordingly:

- All work must comply with current St. Olaf College policies, procedures and guidelines as well as all applicable city, state and federal laws.
- Work must be completed in the state of Minnesota and in an environment with minimal distraction.
- Working hours must be within an hour of the College's standard hours of operation as defined in the Staff Handbook. Employees are encouraged to take their normal 15 minute paid breaks and unpaid lunch as outlined in Meal Periods policy identified in the Staff Handbook. Exceptions to work schedule will be considered with supervisor and VP.
- Staff must be available via chat, email and/or phone call during working hours identified above. Technology used college-wide includes: Google Meet, Zoom, and Zulu Desktop Phone. If you choose to use your personal cell phone, no allowance will be provided.
- Each employee is expected to meet job commitments and responsibilities. Work productivity will be monitored by the supervisor.
- The college will not incur any additional costs with remote work arrangements including but not limited to phone, Internet, ergonomic furnishings or extra technologies.
- Employees are required to maintain a safe workplace.
- If you are a non-exempt employee you will be required to log your hours in the Time Entry System as you do now.
- Technology Needs:
 - Make your supervisor aware of your technology needs for remote work so that each division can send those requests in one document to the IT Help Desk. IT will work with supervisors to determine which staff need to bring desktop computers and accessories home.
 - Typically, personal computers may not be used to perform remote work, especially when specialty software is required. Do not store data on a personal device that could be a security risk.
 - An Internet connection is required.
 - A VPN Business connection may be needed to perform some aspects of work.

Remote work in this emergent situation is not a permanent work arrangement.