COVID-19 TEMPORARY TELECOMMUTING GUIDELINES
EFFECTIVE: MARCH 16, 2020 (3:40 p.m.)

In response to the coronavirus pandemic (“COVID-19”), where appropriate, departments are encouraged to develop plans allowing for employees to temporarily work remotely (i.e., “telecommute”) using these guidelines. This may require authorizing telecommute options on a “rotational basis” among departmental personnel or staggering shifts and work schedules. However, while Einstein retains an “open” status, all departments, including administrative and research, must maintain a level of physical presence by personnel on-campus, including departmental leadership roles (i.e., department head, principal investigator, administrator, or supervisor).

These guidelines do not apply to those departments and positions already outlined in the Essential Personnel Policy located on our intranet.

Below are factors to be considered by departments and supervisors in determining whether a position can be performed remotely. In instances where the nature of an employee’s duties requires them to work on-site, or they do not have home access to technological resources, this individual is expected to report to their normal place of work unless they are sick or accessing other types of approved leave of absence.

Departments and supervisors should exercise discretion and best judgment in determining what roles and functions can be accomplished remotely. All telecommuting arrangements, including duration, must be approved by the department head in writing.

Factors to consider:
- Job responsibilities and duties
  - How work will be accomplished remotely including, where applicable, “bench work”
  - What the procedures are for coordinating assignments, research activity, projects, and communication
  - How we manage client expectations, communications, and maintain consistent and reliable delivery of service
- Sufficient existing technological resources and infrastructure
  - How we use technology to telecommute
  - Remote access capability or alternate ways to access information and collaborate (e.g., Dropbox, OneDrive, Zoom, Teams, etc.)
  - Availability of Einstein and/or personal devices for staff (e.g., laptops, desktops, smartphones, etc.)
  - Procedures in place to allow for electronic transactions
- Confidentiality and Security
  - How we ensure the protection of personal, confidential, and proprietary information (including employee, student, participant, financial, research, etc.)

Where it is determined that a position cannot be performed remotely in full, consideration by the department head or principal investigator, with review by human resources, shall be given regarding whether that position can be performed remotely in part, such that the affected employee could be allowed to telecommute for some but not all of any given day or week. Or alternatively, whether the position can be performed with a shift change in hours so that they can commute during non-rush hour times, or a combination of these alternatives. This decision must also be documented.

General guidance for telecommuting where appropriate and approved by departments
1. Develop an agreed-upon telecommuting schedule. Employees should provide a summary via email noting their work activity at the end of each workday.
2. Communicate expectations of availability of staff during regular business hours, including acceptable response period for email inquiries or phone calls and regular check-ins throughout the day via phone, email, zoom, video conferencing, or instant messaging.
3. Daycare or dependent care should not interfere with an employee’s work activities during working hours.
4. The workspace of an employee working remotely pursuant to a telecommuting arrangement, approved under these guidelines, is considered an extension of Einstein and, during work hours while the employee is performing work functions, all Einstein policies are still applicable and should be followed.
5. Maintain confidentiality and proper security. When sharing documents electronically use password protection. Files and papers should be properly secured at home.

Payroll Requirements (until further notice)
- Telecommuting employees who are non-exempt (i.e., paid hourly) are required to accurately record all hours worked. Employees are expected to follow their scheduled meal and break periods. Develop a daily written record of when employees “sign-in” and “sign-out,” which can be accomplished via an email from employees to their supervisor.
- Supervisors are responsible for entering their staffs’ time in Kronos.
- Regular overtime rules apply—hours worked in excess to their regular workweek (35 or 37.5 hours) require the advance approval of the employee’s supervisor.
- Exempt staff must continue to enter “exception” time.
- For employees who have been approved to work from home, we are in the process of creating a special pay code to track this time under these special circumstances. This should also be entered as you would “exception” time. It should be noted that your vacation and/or sick time balances will not be reduced as a result of authorized telecommuting.

Additional Information
Please contact Robert Cancellieri, Robert.cancellierie@einsteinmed.org or Yvonne Ramirez, Yvonne.ramirez@einsteinmed.org with any questions.

This guidance may be changed, modified, or discontinued at any time by Einstein.