Section A

Ball State University’s Response to Circumstances Related to COVID-19: Alternate Work Arrangement Options

I. Introduction:
Ball State University remains open for services and operations. However, as stated by President Mearns, the University is encouraging supervisors to authorize employees to work remotely. Particular attention and priority should be given to the following:

2. Those with serious challenges pertaining to childcare or eldercare.

II. When Employees Can Work Remotely:
Supervisors are encouraged to work with employees on opportunities to work remotely, as long as the nature of the job or assigned special projects can be completed remotely. Technology and data security requirements must be met, along with agreed upon work and communication expectations. In evaluating whether or not a request to work from home will be approved, division vice presidents will consider the nature of the work, the priorities of the division, and the overall needs of the University. Please see Section B for more details.

III. When Employees Cannot Work Remotely, but Can Remain on Campus:
If working remotely is not feasible, supervisors and employees should work together to consider the following options:

1. **Work Space change**: Creative use of office space for appropriate social distancing.
2. **Modified service delivery**: Customer service provided utilizing technology, such as videoconferencing and phone to replace walk-ins and face to face meetings. Restricting or strictly limit walk-in traffic.
3. **Job Shift/Schedule flexibility**: Work is performed at a different start/end time without compromising service delivery and at the same full time equivalency (FTE) of either full or part time.
4. **Job Reassignment**: Employee is temporarily reassigned to support another work area, where needed.

IV. When Employees Cannot Work Remotely, and Cannot Remain on Campus:
If no alternate work arrangements are feasible, and the employee is unable to report to work, the following leaves may be available, subject to any additional guidance or regulation received by the University from state or federal authorities.
1. **Vacation/Paid Time Off (PTO):** With supervisory approval, an employee may use available vacation time.

2. **Sick Leave:** In response to an illness, (physical, mental, emotional) of self or family member. Leave is paid if the employee has an accrual of sick time/PTO until such time is exhausted.

3. **Sick Leave/Paid Time Off for Reasons Related to COVID-19:** In certain situations, paid leave may be used to cover circumstances specifically related to COVID-19, such as child/elder care. Contact Human Resources for guidance.

4. **Sick Time Advance:** If all available paid time accruals have been exhausted, a sick time/PTO accrual loan may be advanced in extraordinary circumstances. The sick time/paid time off loan would be made with an established repayment agreement. Employees should contact Human Resources for more information.

5. **Medical Leave (FMLA, ADA, Extended Sick Leave or Emergency Leave):** If an employee already has a documented and protected medical condition on file with Human Resources, no additional paperwork or medical provider visits are needed for the leave. Accrued sick/vacation/comp or PTO may be used during this time. If an approved leave is not on file, Human Resources will accept a modified medical request that does not require a visit to a medical provider. Please complete the Medical Request for Leave of Absence Related to COVID-19 form.

6. **Mutual leave:** If medical leave is not applicable, supervisors can approve up to 10 working days of unpaid excused leave. The one year of service requirement will be temporarily waived. To initiate a longer leave, contact Human Resources to determine eligibility and submit the Request for Mutual Leave of Absence form.

V. **Approval Process**

1. All the above arrangements, except for FMLA/ADA Medical Leave, require immediate supervisor approval, as well as approvals of the dean/unit head, and division vice president. Government protected medical leaves, such as FMLA/ADA, are based on medical conditions reviewed and approved by Human Resources and do not require supervisor approval.

2. These work arrangements are temporary, and the University may elect to modify or terminate them as circumstances change.

3. If you have previously submitted a request for an alternate work arrangement, you do not need to request again. That request will be considered as it was submitted.

For additional information, please see

[https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus](https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus)

For guidance please call: Employee Relations, Melissa Rubrecht 5-1845 or mrubrech@bsu.edu, Human Resources Kate Stoss k pstoss@bsu.edu or 5-1847 or AVP of HR Rose Costello, 5-1186 or rcostello@bsu.edu.
Section B

Ball State University’s Response to Circumstances Related to COVID-19: Alternate Work Arrangement Guidelines and Agreement

In response to the current COVID-19 public health crisis, Ball State University encourages supervisors to think creatively about how work might be performed. Supervisors and employees may use this checklist as a guide to determine the appropriateness of alternative work arrangements, and factors to consider in that decision-making process. Employees must obtain supervisor approval prior to transitioning to alternative work arrangements. University employees must comply with all security requirements whenever working or accessing university data, regardless of location.

I. Working On Campus with Alternative Work Arrangements

☐ Changing office location: Creative use of office space for appropriate social distancing.
☐ Modified customer contact: Utilizing technology, such as phone calls, videoconferencing.
☐ Job Shift/Schedule flexibility: Work is performed at a different start/end time without compromising service delivery at the same full-time equivalency (FTE).
☐ Job Reassignment: Employee is temporarily reassigned to support another work area in need.

II. Working Remotely

**Working Remotely:** Supervisors are encouraged to work with employees on opportunities to work remotely, as long as the nature of the job or assigned special projects can be completed remotely. In making this determination, supervisors should take into consideration technology and data security, as well as work and communication expectations. In evaluating whether or not a request to work from home will be approved, division vice presidents will consider the nature of the work, the priorities of the division, and the overall needs of the University. Below are some questions to consider when determining whether working remotely will make sense for a position:

☐ Are the job functions able to be performed at a remote site without significantly diminishing the quality of the work or disrupting the productivity of the unit?
☐ Are there special projects/assignments that can be beneficial to the unit which can be assigned to an employee to be performed remotely?
☐ Will the special assignment work be valuable to the unit?
☐ Is a specific, measurable work product able to be performed?
☐ If supervisory, is the employee able to accomplish supervisory tasks remotely?
Does the work require interpersonal interaction with internal/external customers that can be done through WebEx or by phone without significantly diminishing the quality of service?

Does the work require specialized equipment or materials?

Has the employee demonstrated the ability to work independently?

Does the employee meet the requirement for approved computer equipment, and have the essential skills for remote work described below?

**Technology Considerations:** Technology is an essential component of successful remote work. Employees working remotely must use approved desktop and laptop computers as described on the Keep Teaching and Working website, or as otherwise approved by the Office of Information Security Services (OISS). For any questions about meeting these minimum requirements or need assistance, please contact the Help Desk at 765-285-1517 or by logging a ticket through the Helpdesk website.

As employees begin working remotely, the University is providing technical assistance through the Keep Teaching and Working website, accessible through the bsu.edu/coronavirus site. For example, employees can learn how to answer and make office calls remotely from their BSU phone, check their office voicemail remotely, using their cell phone or computer, access BSU email and other on-line systems, and be able to utilize all of the systems they would use in the office from their remote location.

**Considerations for Employee:** As employees move to remote work, below are some questions to ask to make the transition as smooth as possible:

- Do I have a clear understanding of the work I will be doing during the alternative work arrangement?
- Have my supervisor and I established systems and expectations for communicating while I’m working?
- Do I have the needed resources to fulfill the essential duties during the alternative work arrangement?
- Am I adequately trained to use the new tools required during the alternative work arrangement?
- Do I have a plan for where I will work during the alternative work arrangement?
- Will I be able to come to campus if I am needed on short notice?
Alternate Work Agreement

Circumstances Supporting Request:

☐ Reduction of on-campus presence
☐ Vulnerable population
☐ Social distancing
☐ Childcare or eldercare
☐ Other: Please explain

Alternative Work Arrangements Option Selected:

☐ Work Remotely
☐ Changing office location
☐ Modified customer contact
☐ Job Shift/Schedule flexibility
☐ Job Reassignment

Notes on arrangement:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

I understand and agree that remote work must be approved by my direct supervisor prior to implementation. I will accurately report my time worked while I work remotely, and I will abide by all requirements, rules, policies and procedures of the University, especially those related to data security and IT user’s privileges and responsibility. I will adhere to the security measures as outlined in the information at Keep Teaching and Working to protect the safety and security of our students and related data. I understand this agreement is temporary, and the University may elect to modify or terminate the arrangement as circumstances change.

☐ I agree at no time will I provide my password to anyone, including family members; Help Desk employees will never ask for a Remote User’s password.
☐ I will abide by Data Handling Guidelines for protecting and controlling sensitive or restricted information in hardcopy and/or electronic format.
☐ I understand that I must abide by the University’s Information Technology Users’ Privileges and Responsibility Policy. My supervisor and I have considered these privileges and responsibilities when establishing this remote work agreement.
☐ I understand that as a remote user, I must follow the Data Management Procedures and Governance Structure, Authentication And Access Control Standards and any additional guidelines issued by my department or Information Technology.

Employee Signature _____________________ Printed Name ___________________________ Date ______

Supervisor approval of the request [ ] Yes [ ] No

Supervisor Signature _____________________ Printed Name ___________________________ Date ______

Dean/ Unit Head Signature: __________________________ Date ______

VP Signature ___________________________ Date: ______