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Section A
Effective March 21, 2020

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

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I.   Introduction:

Ball State University will continue to maintain only those facilities and operations that are presently vital to fulfilling our mission and to support our students.

II.   When Employees Can Work Remotely or Must Physically Work On Campus:

Supervisors are directed, based on guidance and direction from their respective Vice President, to permit their employees to work remotely, unless the supervisor determines that working remotely is clearly not practicable or the supervisor determines that the employee's physical presence on campus is vital to our mission.

All supervisors should consider, where possible, developing and assigning special projects to enable their employees to work remotely. We expect that all supervisors will exercise their discretion in favor of the safety and health of our employees. Please see Section B for more details.

If a supervisor determines that an employee must work physically on campus, the supervisor must make the necessary arrangements so that the employee can exercise "social distancing" and work in a manner consistent with other guidance from public health experts. Some employees working physically on campus may be temporarily reassigned to support another work area, where needed.

When Employees Cannot Work Remotely, and Cannot Remain on Campus:

If a supervisor determines that an employee is not able to work remotely and is not required to be physically present in order to enable the University to fulfill our mission, at this time, the employee should consider using various options to secure paid leave. Information regarding available leave options is available on the University's COVID-19 website, subject to any additional guidance or regulation received by the University from state or federal authorities.

1. **Emergency Family Medical Leave Expansion Act:** Effective April 2, 2020, if an employee is unable to work (or telework) because of certain childcare needs related to COVID-19, leave is available if the employee and situation qualify. Employees should contact Human Resources for more information.

2. **Emergency Paid Sick Leave Act:** Effective April 2, 2020, if an employee is unable to work (or telework) because of certain health conditions related to COVID-19 or certain caregiving responsibilities related to COVID-19, a paid or partially paid leave of 2 weeks is available in certain qualifying circumstances. Employees should contact Human Resources for more information.

3. **Vacation/Paid Time Off (PTO):** With supervisory approval, an employee may use available vacation time/PTO to cover COVID-19 related absences.

4. **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. An employee may use available sick leave/PTO to cover COVID-19 related absences, included absences for child/elder care. Employees should contact Human Resources for more information.

5. **Paid Time Advance:** If all available paid time accruals have been exhausted, a vacation/sick time/PTO accrual loan may be advanced in extraordinary circumstances, pending authorization by the Board of Trustees. The vacation/sick time/PTO loan would be made with an established repayment agreement. Employees should contact Human Resources for more information.

6. **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.

7. **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 the Emergency FMLA, the Emergency Paid Sick Leave Act, 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 the Emergency FMLA, the Emergency Paid Sick Leave Act, and 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
For guidance please call: Employee Relations, Melissa Rubrecht 5-1845 or mrubrech@bsu.edu, Human Resources Kate Stoss kpstoss@bsu.edu, or 5-1847or 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 directs 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 directed 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?

To request to work from home, fill out the COVID-19 Remote Work form.

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