

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2128

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PROCEDURE TITLE: Emergency Remote Work

STATUTORY REFERENCE: FLORIDA STATUTES 110.171; 1001.64 and 1012.855 State Board of Education Rules 6A-14.041, 6A-14.0411 and 6A-14.047

BASED ON POLICY: I-40 Emergency Response Responsibilities; II-2 All Personnel Actions and Levels of Appeal

EFFECTIVE DATE: March 16, 2020

LAST REVISION DATE: N/A

LAST REVIEW DATE: N/A

I. PURPOSE

To establish Miami Dade College guidelines for alternative work locations and remote work from home for approved positions during College emergency.

II. PROCEDURE

- A. The College may establish remote work as an integral part of the emergency operations of the College and require that specific work be performed remotely at the employee's home.
- B. Security and Confidentiality: Employees shall apply approved safeguards to protect College data or records from unauthorized use and disclosure or damage as set forth in Policy VII-1: Use of Computing Resources at Miami Dade College and Policy VII-5: Miami Dade College Information Security Plan.
- C. Emergency Remote Work Program: Management determines which positions may be approved to work remotely. Employee work schedules will be consistent with the operational needs of the College.
 - a. Employees working remotely are subject to the same policies and procedures regarding attendance, leave, job performance, performance evaluations, discipline, and separation action.
 - b. The employee is expected to meet with the supervisor online or via phone to receive work assignments and to review completed work as necessary on a schedule to be determined by the supervisor. The employee will continue to complete all assigned

work according to work procedures, guidelines, and performance standards.


- c. An employee working remotely is covered under the Workers' Compensation Act if injured in the course of performing official duties at the remote work site. An employee's claim for benefits or services will be governed by Chapter 440, Florida Statutes (F.S.).
- D. Technical Requirements for Participation in the Emergency Remote Work Program:
- a. Employees must have sufficient internet connection (DSL, Cable, etc.) to efficiently work.
 - b. Employees must follow College policy VII-1: Use of Computing Resources at Miami Dade College and Policy VII-5: Miami Dade College Security Plan, Security of Data and Information Technology Resources.
 - 1. College Owned Equipment
 - a. For those employees who receive College owned equipment, the equipment will continue to be maintained by the College but must be protected against damage or misuse. If maintenance is required on the equipment it is the responsibility of the remote worker to contact their supervisor to coordinate repairs. The employee is expected to establish approved safeguards to ensure the remote work site is free from hazards to the employee and College owned equipment. The supervisor may inspect the remote site periodically to ensure proper maintenance of College owned equipment but must notify the employee at least 24 hours in advance of the inspection.
 - b. Employees are forbidden from saving College data on any unencrypted removable media device (USB drive, CD, etc.).
 - c. Employees must follow College policies and procedures when using College owned equipment while working remotely.
 - 2. Personally Owned Equipment
 - a. Department maintenance of an employee's personal equipment used while working remotely is prohibited. Also, the Division will not be liable to the employee for personal equipment and costs for personal utility expenses associated with remote work.
 - b. Equipment provided by the employee will be at no cost to the College and will be maintained by the employee. The College is not liable for damages to the employee's property which is related to the employee's participation in the remote work program excepts as provided for by section 768.28, F.S. The College is not responsible for operation cost, home maintenance, or any

incidental cost (e.g., utilities) associated with the employee's participation in the Program.

- c. Employees are not permitted to save College data on a personal PC or other computer related equipment or on any personal removable media device (USB drive, CD, etc.)

E. Records

Managers will maintain records of those employees approved to work remotely.

	
3/16/2020	
PRESIDENT	DATE