



COVID-19 Short-Term/Temporary Telework Policy

(effective January 4, 2021)

Central Alabama Community College will provide an accommodation to employees who may need to telework or work remotely due to reasons related to the COVID pandemic. In order to be eligible for telework accommodation, the request must be related to a COVID-19 reason:

- Virus Quarantine (copy of Positive Test result required)
- Direct Exposure Quarantine (requires completed evaluation by Human Resources)
- Childcare Reasons (supporting documentation required).
 1. An employee statement including the following information:
 - a) Name(s) and age(s) of dependent(s). (eligible only for minor child under the age of 18.)
 - b) Place of childcare is closed or provider is unavailable. *Not eligible if employee chooses not to send minor child to an open school/place of care. This includes schools that are on modified or hybrid model schedule.*
 - c) Employee statement noting representation that no other person will be providing care for the child(ren) during the period for which employee is requesting telework accommodations.
 2. Any other documentation as determined by Human Resources. (example, documentation from place of childcare and/or school of attendance.)
- All telework requests **require** President approval.
- President approval is **required** before employee can telework.
- Emails or phone calls will not substitute for approval.
- Telework accommodations may not exceed 30 days.

Note: *Circumstances may allow for telework accommodation are subject to Americans with Disabilities Act (ADA) federal law. Employee must have documentation on file in Human Resources in compliance with college policy and procedures.*

A *Short-Term Temporary Telework Agreement* form should be completed by the requesting employee. Supporting documentation must be attached to the Agreement form upon submission to avoid a delay in processing. Policy and agreement form can be found on the COVID-19 “Latest Updates” page on the CACC website.

When employee submits telework request documentation to supervisor, employee should notify Tina Shaw by email, tshaw5@cacc.edu, that he/she has submitted a request to their supervisor. This will alert Human Resources of request submission.

This policy will remain in effect at discretion of the President. Policy is subject to modification as necessary should College receive future directives from the Board of Trustees and/or Chancellor’s office.