

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-I-d, 12	Effective Date:	07/14/2020
Subject:	Return to Work on Campus		
Source:	President		
Approval Authority:	President	Approval Date:	07/14/2020
History:			
Remarks:			

McLennan Community College has developed a phased approach for the reopening of the campus after closure due to the pandemic based on guidelines and information obtained from local, state, and federal health and government agencies as well as the Texas Higher Education Coordinating Board. The College has the following options available for employees:

- Emergency Sick Leave (Policy F-I-D, 11) – Applies to regular, full-time, benefit eligible employees who have been diagnosed with COVID-19.
- Emergency Personal Leave (Policy F-I-D, 11) – Applies to regular, full-time, benefit eligible employees who have been in contact with a confirmed case of COVID-19 and instructed to self-isolate.
- Personal Business Leave (Policy F-I-D, 4) – Applies to regular, full-time, benefit eligible employees and provides two days for use with approval by the supervisor.
- Vacation Leave (Policy F-I-d, 6) – Applies to 12-month, full-time, benefit eligible employees and provides 80 hours per twelve months of service for use with approval by the supervisor.

Non-Faculty. The College expects that employees scheduled to return to work on campus throughout the phases of the Return to Campus Plan will return to campus and that all employees will return during Phase 5 as currently scheduled. Efforts are being made to schedule the return of employees in shifts/teams to ensure social distancing can be maintained where possible. Non-faculty employees have the option to request a regular telecommuting working arrangement for a specific period of time (Policy F-I-j). A determination of the position's ability to effectively perform duties remotely will be based on a recommendation by the supervisor and decided by the Vice President of the specific area in consultation with the Director of Human Resources. Except for this, the College cannot offer a work from home or telecommuting arrangement.

Faculty. Faculty who wish to work totally on-line should request an on-line assignment through the Teaching Loads for Instructional personnel (Policy F-III-e). Those whose loads cannot be accommodated will fall under this policy.

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To continue to serve students, to assist future students, and to maintain the operation of the College, some in person services are necessary. Steps have been taken to provide a safe environment for employees and visitors to campus through the phases of reopening. The options being provided to employees meet all legal requirements and are considered fair to our employees. The College is taking the necessary health and safety precautions for safely returning to campus. However, upon return to campus, employees are strongly encouraged to call to the attention of their supervisor any observed deviation from safe practices.