



**Policy & Procedure No. 9.004  
Nunez Community College**

**Title: Telecommuting Policy during COVID-19  
Statewide Emergency**

**Effective Date: 03-17-2020**

**Last Revision Date:**

**Cancellation:**

**Department/Office: Administration**

***Telecommuting Policy during COVID-19 Statewide Emergency***

**PURPOSE**

On March 11, 2020, Governor John Bel Edwards issued Proclamation Number 25 JBE 2020 declaring a Public Health Emergency as a result of COVID 19. On March 16, 2020, Governor Edwards issued Proclamation Number JBE 2020-30 providing additional restrictive measures in an effort to slow the transmission and spread of COVID-19. These restrictions include limitations on the number of people authorized to gather in a single location and a requirement that all state agencies provide for attendance at meetings via teleconference or video conference. This order of the Governor is in effect through close of business on April 13, 2020.

**SCOPE**

This policy applies to all administrators, faculty, staff and students of Nunez Community College.

**POLICY**

In an effort to ensure the health, safety and welfare of the faculty, staff and students of Nunez Community College, as well as the community it serves, and to ensure compliance with the directives set forth by the Governor, it shall be the policy of Nunez Community College:

1. That all faculty and staff shall, for the period of March 17, 2020 through close of business on April 13, 2020, work remotely from their homes.
2. That every reasonable effort be made to provide faculty and staff with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain a continuity of operations at Nunez Community College.
3. That a supervisor may request or direct a member of the faculty or staff report to their regular work domicile for the limited purpose of performing a task which may not be accomplished remotely and which



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is necessary for the ongoing operation of Nunez Community College. However, no gathering at Nunez Community College shall exceed 10 individuals in a single location while performing such tasks.

4. That any member of the faculty or staff requested or directed to report to their regular work domicile who believes that they are at a heightened risk or may be experiencing symptoms relative to COVID-19 shall immediately notify the NCC Human Resources Department and request to be relieved of the request or directive; after which such requests will be directed to the Office of the Chancellor. An order by the employee’s primary health care provider restricting their duties shall automatically relieve the employee of the request or directive.

This policy shall remain in effect through the close of business on April 13, 2020 unless terminated sooner or extended for an additional period of time.

| X | Reviewing Council/Entity | Review Date | Effective Date |
|---|--------------------------|-------------|----------------|
| X | Administration           | 03-17-2020  | 03-17-2020     |
| X | Chancellor’s Council     | 03-17-2020  | 03-17-2020     |

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***Chancellor’s Signature/Approval***

SIGNATURE: \_\_\_\_\_

DATE: 03-17-2020

Tina M. Tinney, Ed.D.  
Chancellor