

GUIDELINES FOR MANAGERS AND STAFF FOR THE SUMMER 2021
PHASE-IN RETURN TO CAMPUS
(July 12-August 15, 2021)

As we begin the return to campus from remote working, we will be gradually increasing the number of employees working on campus. Below are guidelines provided to managers and staff for developing phase-in working schedules for the period of July 12 through August 15.

The purpose of the phase-in period and the gradual return of employees to campus is to allow employees time to make personal arrangements for their eventual full return to campus, while maintaining required service levels.

Barring temporary, extenuating circumstances, all employees should expect to work a minimum schedule of two 4-hour days per week (or one 8-hour day per week) on campus during the phase-in (July 12-August 15, 2021).

To be clear, depending on departmental needs, at a minimum, employees should be scheduled for at least two 4-hour days per week, or one full 8-hour day per week. The primary measure for on-campus hours during phase-in is the service level requirements of the department. It is possible that service requirements may require more time on campus than the minimum described here.

Managers are also working to coordinate on-campus schedules with departments they work closely with to maintain service levels and efficiency.

It is extremely important for all managers to work collaboratively with their teams to develop their phase-in schedules. During this phase-in, flexibility while maintaining service is key. If a manager needs assistance answering any question about this phase-in period, they should contact their area EVP/VP, or the VPHR.

Scheduling Guidelines for Managers

1. Considerations:

- a. What will be your unit's on-campus operation hours?
- b. What on-campus personnel do you need to provide quality services to the expected student on-campus presence? Think about what services students would prefer to receive in-person, and how many students will likely want in-person services.
- c. Scheduling must meet the minimum need as much as possible. After that, flexibility (time for elder care, pick up kids, child care, etc.) is allowed and encouraged until the full return date of August 15.
- d. While scheduling should be fair to all, no arrangement can be expected to meet everyone's specific needs. Compromises are not unlikely; make sure those are applied fairly too.

- e. You may not be able to provide customized schedules for every employee with unique needs; try to seek a pattern that may incorporate sensitivity to those needs.
- f. Consistent with health guidance in effect at the time, anyone who wishes to work on campus may be allowed to do so before July 12th.
- g. Remember that the point of the phase-in is to gradually return everyone to work on campus full time by August 15th.**
- h. Maintain notes of all scheduling meetings, staff feedback, and agreed upon structure.**

2. DEPARTMENTS ON-CAMPUS SCHEDULES

- a. Consider designating two days per week for on-campus meetings and inter-unit activities. We recommend Tuesdays and Wednesdays.
- b. Scheduling flexibility will be according to what service level we are expecting to provide. Ensure some staff presence during the campus hours of operations. Not every staff member needs to be present (i.e. you can start at less than 100% capacity)
- c. It may be appropriate for some units to plan on increasing the percent of the unit present at any given time over the phase-in period. For example, you may decide to operate initially with 50% staff present at a time, increasing to 75% sometime in July and to 100% by August 15, as employees make arrangements to return and service levels ramp up.
- d. Departments may stagger their minimum open hours so as to minimize crowding. (For example, if you have two services, you may provide one service on Monday and Wednesday and the other on Tuesday, Thursday and Friday. Alternatively, one service during the morning and the other in the afternoon.)
- e. Scheduling Minimums:**

On Campus Service Thresholds for Units with <u>direct contact</u> with clients/students	Minimum On-Campus Hours
High Need/Demand	4 hrs min per day x 4 days
Moderate Need/Demand	4 hrs min per day x 3 days
Minimal Need/Demand	4 hrs min per day x 2 days

(For example, if you designate Admissions as high need, their schedule would ensure at least some staff presence at all listed times - 4 hours minimum per day for 4 days a week. On the other hand, if it is designated as moderate need, then the schedule would be for minimum staff presence 4 hours a day for 3 days.)

On Campus Service Thresholds for Units with little or <u>no direct contact</u> (back office type operations)	Minimum On-Campus Hours
Minimum initial expectation*	4 hrs min per day x 2 days

*Alternatively, one 8-hour day per week is sufficient to meet the minimum on-campus expectation.

3. Student Services On-Campus Hours of Operations: Student Services has set their schedule for when they will be offering some on-campus services. You may want to consider aligning your hours of operation with theirs. Student Service hours of some on-campus in-person services are as follows:

- July 12 to August 6:
 - Tuesdays 1:00-5:00 pm
 - Wednesdays 9:00 am-1:00 pm
- August 6 to August 15:
 - Tuesdays 1:00-5:00 pm
 - Wednesdays 9:00 am-1:00 pm
 - Fridays 9:00 am-1:00 pm (under consideration)
- August 15 and beyond: resume to normal days and hours of operation

4. On-Campus Hours Webpage: Departments should update their web pages with current on-campus office hours. Additionally, a college-level summary page (location TBD) will also be kept updated.

5. Schedule Examples (Not an exhaustive list)

- a. Staff on campus alternating days: Mon/Tue/Wed and Wed/Th/Fri (everyone in on Wed for meetings, etc.)
- b. Partial Days: during phase-in, employees do not need to work a full day on campus (e.g., to allow a parent to pick up child from school)
 - i. Half day in, half day out
 - ii. Half day in, half day out, alternate mornings/afternoons weekly
- c. Multi-week cycle: two week cycle, Mon/Tue/Wed - week 1, Wed/Th/Fri - week 2, All in on Wed, alternate, repeat
- d. Other configurations are allowable to maximize service and coverage needs with Area VP approval.

6. TELECOMMUTING: The telecommuting policy will not change from it's pre-COVID version.

- a. Employees wishing to request a telecommuting arrangement should review the

[current guidelines](#) and submit a request to their manager on or before July 16, for telecommuting agreements to begin on August 15.

- b. A telecommuting request does not need to be submitted for the July 12 to August 15 phase-in time period, as schedules will remain flexible and partially remote based.
 - c. The limit of a maximum of 3-days per work week of telecommuting will still apply.
 - d. Telecommuting schedules are a privilege, not a right. Approval of such a schedule is at the sole discretion of the District, and will depend on such work-related factors as maintaining adequate coverage and compatibility of position with a telecommuting schedule.
 - e. Please note there is no blanket denial of telecommuting requests in force. All requests will be considered individually. Coordinating multiple telecommuting requests may require some modification of requests to maintain appropriate coverage.
7. **ACCOMODATIONS:** [SBCC's policy](#) on reasonable accommodation continues to apply. Employees with documented medical or other health conditions that conflict with phase-in return schedules should inform their manager so that HR and the manager can discuss reasonable accommodations. ([Medical Verification- Request for an accommodation](#)).
8. **DEBRIEF/REVIEW:** President's Cabinet will debrief/review the unit plans to ensure some consistency and that there are no outliers. Please review your plans with the appropriate President's Cabinet member before finalizing.