

# Columbia College: Manager/Supervisor Guide for Working Remotely

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Please note that we are working round the clock to get policies and procedures in place to adapt to the COVID-19 situation. This document will likely have several updates in the coming days and hours as things evolve, please keep your eye out and carefully read through further reiterations of this and other related documents.

Please ensure that your **business continuity plan** has been completed, and **submit a copy to accounting**. Also please ensure you are continually updating your “**Columbia College COVID-19 Employee Tracking Form**” and submitting to accounting/ HR on a weekly basis (due every Thursday at 12:00pm).

At this time, please note we are in the process of evaluating various solutions for phones, and both migrating to and providing training on 356. More details regarding this will be available shortly.

## 1. Evaluate

- Evaluate your employees work loads and identify which, if any, any can be done remotely; and which tasks must be completed on site
- If regular duties can not be performed remotely, identify if there are any alternative duties that need to be done that the employee can do remotely
- Be advised that it may take a few days before remote access can be set up (if request is accepted). Identify projects that can be completed prior to this being functional.

## 2. Request for Remote Access

- If it has been determined that an employee has work that they could do remotely, have them complete a “request for remote access” form. This will be evaluated by IT to determine the level of access, if any, they will be granted.

## 3. Make Arrangements

- If the employee will need any physical materials or files from the College, they will have to complete the sign out process.
- Should you be granted remote access or access to digital files you will be required to sign off on and acknowledgement/agreement form. We anticipate sign out forms will be available through IT. More information on this will come soon.

## 4. Training

- Train employees on how to use virtual tools and applications you expect them to use (for example. 365). Ongoing training has begun as of March 18, 2020- please contact Patrick for further details.

## 5. Communication

While working remotely, you will need to check in with your team on a regular basis to assign them work, review progress, monitor outcomes, and ensure their health and well-being. Keep track of the status of all your employees: are they working from home, sick, coming into the office, etc. Utilize the “**Columbia College COVID-19 Employee Tracking Form**” to track (this will be due to HR every week at 12:00pm on Thursday). **Ensure you maintain continuous contact.**

- Set up regular and consistent online meetings with your team
- Set clear expectations regarding response times
- Identify preferred modes of communication (text, call, email etc.)
- Reach out to your team members and gather their contact information (phone numbers, etc.),
  - Let them know that this information will be distributed to the team for the purpose of contacting them while working remotely
  - Create and distribute contact list for your team
- Ensure they know how to use virtual communication tools (if necessary)
- Ensure your employees continually monitor the College's website for important communications

## 6. Access & Security

- Ensure that you have access to things that you may need on campus while the employees are off-site (ex. Locked cabinets, rooms, etc.)
- Ensure that the employee has left their workspace secure and tidy (things are put away, appropriate cabinets and doors are locked, sensitive information is not left easily accessible, etc.)

## 7. Payroll & Timesheets

- If for any reason the employee is unable to perform duties while working remotely, you will need to ensure a time off request has been entered into PayWorks (vacation time, unpaid, sick, quarantine, etc.)
- Hourly employees will continue to enter in time sheets using appropriate code
- You will need to continue to review and approve timesheets by payroll deadlines, and communicate all relevant information such as expenses, adjunct contracts, etc. with payroll
- **Employees that work overtime need to receive prior preapproval in writing** from you for it to be counted.