



To: All Staff
From: Dawn Howard-Bailey
Date: March 17, 2020
Subject: Memo: Temporary Telecommuting Arrangements

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Due to the current COVID-19 (coronavirus) outbreak, many employees are inquiring about the ability to work from home. Wesley College is implementing voluntary temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute.

For the purpose of this temporary Telecommuting arrangement, it is mainly reserved for employees who may need to self-quarantine. This temporary telecommuting arrangement is also reserved for employees who have childcare issues, or other extenuating circumstances.

Positions may be considered on a case-by-case basis. However, there are some positions at Wesley College that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

These arrangements are expected to be short term, and Wesley College will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Wesley College may require employees to return to regular, in-office work at any time.

Should the current health crisis warrant, Wesley College may require all employees, with the exception of essential personnel, to work from home. Employees should be proactive with department managers in preparing for these circumstances to ensure employees have the resources necessary to work remotely.

If you have any questions, please contact the Human Resources Department.

Kind Regards,

Dawn Howard-Bailey
Director of Human Resources