

From the desk of Barbara Chaput, Executive Director of Human Resources/Payroll

I want to thank each of you for your continued patience as we share actions the College is taking to enhance the health of our community. I also want to thank you for the work you continue to do toward our common goal of helping students succeed academically.

As you know, we are encouraging staff who can feasibly do so to work from home during this period. However, college offices remain open. Keep in mind that supervisors are responsible for ensuring that they maintain appropriate on-campus coverage for their departments and that departments continue to perform critical work to maintain adequate business operations. Please note that essential employees are expected to report to campus as usual. Essential AFSCME employees were notified of their status as essential in October 2019. If you are an APA member or are a non-unit professional, and you aren't sure if you qualify as an essential employee during this time period, please check with your supervisor.

For consideration for a telecommuting plan, please propose in writing a scope of work to your supervisor, outlining what work you can accomplish from home. Now that we are moving to an online course delivery model, these plans will be effective through April 17, at which point they will be reassessed as part of our ongoing business operations. As new information and developments continue to occur, these plans may be altered or canceled at any time.

If you have submitted a written telecommuting plan to your supervisor, and if the plan was approved after consultation with your division's executive, then please complete the Interim Telecommuting Guide attached in the link below. This link is also available on the HR Forms web page on the Portal.

[Interim Telecommuting Guide](#)

If you have questions about the Guide, please contact me at 662 5599 or Barbara.Chaput@mcla.edu.

Additionally, MCLA Information Technology has assembled a quick list of tools to help you work remotely. It is attached in the link below.

http://techhelp.mcla.edu/index.php/Working_Remotely

If you have technical questions about any of the tools mentioned in the link, please contact the IT Help Desk at extension 5276.

Finally, as these are stressful times for everyone, please remember that Higher Ed EAP, our Employee Assistance Program, is available to help you and your family members. They can be reached at 800.252.4555 and www.theEAP.com/Higher-Education-EAP.

Thank you,
Barb

Barbara Chaput
Director of Human Resources/Payroll Office