Haverford College
Work from Home Arrangement (WFHA) Expectations

During the remainder of the Spring 2020 semester – through May 17, 2020, unless circumstances change and allow a return to on-campus work – staff whose work can be done remotely should plan remote work in consultation with their supervisor and respective Senior Staff member.

Employees who are scheduled to work from home are required to comply with all applicable policies and procedures of the College during this period. During this time (and otherwise), employees should make safe and healthy choices around hygiene. The College's Human Resources (HR) site includes helpful detail about what to do if you feel ill and/or have been in contact with someone who has been diagnosed with COVID-19.

Generally, the College expects that employees will continue to perform the duties and responsibilities of their position in the same manner and on the same terms as in effect prior to the commencement of your WFHA. Additionally, the following policies and expectations apply to your WFHA.

1.   Work Schedule

   a.   You are expected to maintain a work schedule as discussed with and approved by your supervisor.

   b.   You are typically expected to be available by email and telephone during your regularly scheduled work hours, and as otherwise required by the needs of your position.

   c.   You, in coordination with your supervisor, are responsible for accurately recording your time in Workday, as appropriate.

   d.   You are expected to be available, upon reasonable advance request from the College, for in-person reporting on the College's campus, if that proves to be necessary.

2.   Work Environment

   a.   You should have a dedicated workspace at your home for the performance of your duties and must address issues of your own personal health and safety within your work environment. This includes (but is not limited to) maintaining furniture, seating, and lighting that is conducive to a healthy and productive work environment; a dedicated work space free from distraction and hazards; and a clean work space free from obstructions.

   b. If a work-related accident occurs, you must report the accident to the Office of Human Resources immediately.

3. Equipment, Software & Technology

   a. You are required to comply with all applicable policies and procedures of the College with respect to the use of College property and information technology systems, and the preservation and protection of data and information.

   b. To the extent possible, work for the College during your WFHA must be conducted using College-provided equipment and systems. All work-related email shall be sent and received using your College email account. Any questions concerning use of the College's systems should be directed to the IITS ProDesk.

   c. All equipment and software provided by the College is the property of the College and must be serviced and maintained through the College.

   d. It is expected that you will have an adequate internet connection available for the purposes of performing your work for the College.

   e. You are responsible for applying approved safeguards to protect confidential College information and records from unauthorized disclosure and damage, and you must immediately report any suspected or actual exposure or breach of the College's data or systems to the CIO.

4. Expenses

   a. The College will cover approved expenses for office supplies used to perform work duties, including paper and other standard office supplies. Requests for reimbursement should be submitted in accordance with the College's generally applicable policies.

5. Use of Leave

   a. Your WFHA is not intended to be used in place of annual, sick, or other types of leave, or a substitute for childcare.

   b. Should you require leave, you are expected to request leave in the same manner and in accordance with the procedures as when physically working at the College.

Please contact the Office of Human Resources should you have any questions regarding the above details.