

PHASE-IN RETURN TO CAMPUS

(June 15-August 16, 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 management for developing phase-in working schedules for the period of June 15 through August 16.

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.

Barring temporary, extenuating circumstances, all employees should expect to work a minimum schedule of two days per week on campus during the phase-in (June 15-August 16, 2021).

To be clear, depending on departmental needs, you may only work a partial day on campus, but at least two days per week. The primary measure for on-campus hours during phase-in is the service level requirements of the department. Managers are also working to coordinate on-campus schedules with departments they work closely with to maintain service levels and efficiency.

Beginning August 16th, employees wishing to request a telecommuting arrangement should review the [current guidelines](#) and submit a request to their manager. Be sure to submit requests in advance of your requested effective date. Requests for telecommuting will be evaluated per the guidelines, and subject to compatibility with phase-in schedules and service and coverage requirements unless there are temporary, extenuating circumstances.

Please remember that changes in service and coverage requirements may require modification of any telecommute arrangements.

[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 management so that we can discuss reasonable accommodations. ([Medical Verification- Request for an accommodation](#)).

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.

- 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 June 15th.
- g. Remember that the point of the phase-in is to gradually return everyone to work on campus full time.**

2. CAMPUS HOURS OF OPERATIONS

- 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 16, 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

3. 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.

4. 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.

5. DEBRIEF/REVIEW: President's Cabinet will debrief/review the unit plans in late May to ensure some consistency and that there are no outliers. Please review your plans with the appropriate President's Cabinet member before finalizing.