

POLICY ON WORK-FROM-HOME ARRANGEMENT

Policy Statements

GENERAL WORK SET-UP

1. WFHA is for associates whose job functions are compatible with work-from-home arrangement. The job functions that are eligible for WFHA shall be approved by the immediate head and PODO. This arrangement may be withdrawn at any time as the College's exigencies of operations may require.
2. The concerned associate's duties, obligations, responsibilities, and conditions of employment with the College remain unchanged.
 - 2.1. The immediate heads shall communicate in advance the assignments or tasks that are required to be performed including the mode of assessment that will be used to properly measure success in meeting performance standards and the accomplished results.
 - 2.2. The Office/Center Heads shall submit to PODO, their Office/Center's work plans detailing associate's tasks, deliverables and work schedules.

Rationale, Scope and Objectives

The Policy on Work-from-Home Arrangements emphasizes the common goal of maximizing and managing productivity amidst the restrictions caused by pandemic or crisis, or while working remotely, where there is a necessity for academic units to continue providing educational services including academic support services of non-teaching associates in order to provide the support needed to ensure that delivery of services to students are unhampered.

This policy covers all teaching and non-teaching associates of Benilde.

This policy aims to contribute in the optimization of operational efficiency through work plans and tasks, increase associate's productivity, and provide support in developing/setting-up a focused work environment.

3. Immediate heads shall assign work as fairly as possible to their direct reports, keeping in mind that these will be performed during and within the associate's official work schedule. Concerned associates must follow the regular assigned work schedule, unless otherwise discussed with and approved by the immediate head. All arrangements for childcare, care for elders, parents, or others must be arranged early enough so as not to interfere with the associate's regular work schedule.

4. Associates whose jobs require physical presence to perform effectively and are not suitable for WFHA shall be required to perform other tasks or more associates assigned alternately. This helps ensure that these associates are given equal opportunity to work during COVID-19.

REMOTE WORKSPACE

5. It is the responsibility of the associate to designate a remote workspace, which is typically a space in the associate's home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace. The designated workspace must be kept in a safe

Policy Statements

condition, free from hazards to both the associate and the equipment. Should the associate sustain any injuries in their designated workspace in the performance his or her regular work duties, the associate should notify his or her immediate head of such injuries as soon as possible. The College shall not be responsible for any injuries sustained by the associate or any third parties for work activities performed outside of the designated workspace or during the associate's non-working time.

6. In case the associate experiences technical issues with his or her computer or internet access while working from a designated workspace that prevent the associate from working remotely, the associate must notify his or her immediate head immediately using any available mode of communication. Interruptions to work caused by internet outages may allow the associate to work either from their regular office space or other alternative worksite for the remainder of the day, or until the outage is fixed as long as the immediate superior is duly informed of such change in work station.
7. Associates working from a designated workspace may, from time to time, be required to come to their usual work site as required by the immediate head.
8. Associates working from a designated workspace shall be expected to attend all essential meetings via video conference or by phone.

TIMEKEEPING AND ATTENDANCE

9. The policies written in the College's Manual shall apply while working from a designated telecommuting workspace. These policies include, but are not limited to, policies regarding timekeeping and attendance, confidentiality, and policies prohibiting harassment. Associates are reminded that this WFHA Policy is not to be used in place of sick leave, among others. The College has no obligation for any expenses that the associate may incur while working remotely.
10. The concerned associates are still required to follow their official work schedules as when they report to work on campus (same reporting work-hours and meal breaks). This will provide ease in coordinating meeting schedules, activities, times and frequency of contact in both directions.
11. The concerned associates are required to record their time-in and time-out through the Online Bundy Clock feature of the HRDB Web module. The Interim Guidelines on the Use of the Online Bundy Clock is hereto attached as Appendix "A".

Important Notes:

This policy shall be in place as long as the government requires compliance to the Interim Guidelines on Workplace Prevention and Control of COVID-19 which prescribes physical distancing and all other similar situations that may arise in the future as may be deemed appropriate.

12. The concerned associates working in both on-campus or WFH workplace are considered as work rendered on a Regular Work Day unless it is a rest day, regular holiday or special non-working days.

13. If an associate refuses to work, either home/alternate workspace or on campus, despite efforts to provide them with the necessary equipment and giving them tasks, duties, projects and work assignments, the associate will be considered on LWOP.

14. The College respects the associates' right to rest period, regular holidays and special non-working days.

Policy Statements

CONFIDENTIALITY AND SECURITY

15. The concerned associates working remotely are bound by the Data Privacy Act and/or any confidentiality and/or security policies contained in the Associate's Handbook and/or security agreements they signed in connection with their employment with DLS-CSB. Thus, consistent with the College's expectations of information security for associates working in the office, the associates are expected to ensure the protection of the institution and stakeholder information that are accessible from the alternative workspace Steps include regular password maintenance, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment of the designated workspace.
16. Associates who qualify for the WFHA shall read and acknowledge the Policy on Work-From-Home Arrangement and agree to abide by the terms provided therein at all times.
"The WFHA policy represents the College's current policy, that it does not affect my status as a full-time associate, and that the College retains the right to change or rescind the Policy on Work-From-Home Arrangement at any time as the College deems necessary."
17. PODO shall keep track of all WFHA acknowledgement receipts for audit and 201 filing purposes.

For more information see the draft document in the link below:

[Policy on Work-from-Home Arrangement](#)