



Policy & Procedures

General Policy – COVID-Related Work Arrangement

Purpose:

Bismarck State College (BSC) strives to offer a safe and accessible campus experience to students, employees and visitors while minimizing risk to all. The Governor of North Dakota issued an executive order declaring a state of emergency related to the COVID-19 pandemic on March 13, 2020. This policy is in effect until the state of emergency executive order has been rescinded.

The purpose of this policy is to provide guidance for temporary work plan arrangements due to the COVID-19 pandemic.

Policy:

Participation in a COVID-Related Work Arrangement is discretionary on the part of management and voluntary on the part of the employee. It is not a state benefit and does not change the terms and conditions of employment with the state. A COVID-Related Work Arrangement is NOT an employee right or entitlement.

COVID-Related Work Arrangements focus on the business needs of the organization first, but also give consideration to employees who are requesting an alternative work arrangement as a result of COVID-19.

For those employees who are requesting a COVID-related work arrangement, the employee and supervisor will work together to create a work plan. The plan may include different scenarios such as all work being done remotely, some work being done remotely and some on campus, or involve flexible scheduling, depending on the request of the employee balanced with the needs of the specific position and the department as a whole.

There may be circumstances where an employee is able to work, but the work must be done remotely due to COVID restrictions such as, but not limited to, self-quarantine, ordered quarantine, or emergency leave specified under the Families First Coronavirus Response Act (FFCRA).

Some positions will not be eligible for a COVID-related work arrangement due to the job responsibilities.

History of This Policy:

First policy draft reviewed by the Operations Council August 18, 2020 and approved by the Executive Council on August 20, 2020; Approved by the Executive Council on September 18, 2020.