

Employee Guidance - Working Remotely

COVID19

Human Resources <hr@ramapo.edu>

Fri, Mar 20,
4:50 PM

Dear Staff:

What a week! The emails and various modes of communication are coming fast and furious. Your ability to shift quickly, align with the College's operations and your commitment to deliver your services in this new platform is greatly appreciated and very much needed.

Based on the recent communication from President Mercer you are now aware that we are moving to a mostly remote work platform during this crisis. The administration understands that we all have different technology and office needs. I believe most managers have discussed their unit's overall needs and challenges with their Division Vice President and are working diligently to provide you what you will need. I encourage all of you to be in constant communication with your managers regarding your work schedules and project delivery.

On Monday, March 23, 2020 between the hours of 8-5pm you will have access to campus to gather the supplies you need to work remotely. The administration understands that some of you will have more of a challenge working remotely than others and we are striving to develop plans every day to enable a robust remote working environment so that you are able to provide your services effectively. If you need additional supplies, **it is imperative that you do not purchase anything unless you receive approval from your manager and also IT and Purchasing for technology.**

Again, we understand that working parents and caregivers are facing a significant burden in managing childcare/eldercare and disabled dependents during this time. We are encouraging managers to be as flexible as they can reasonably be but also continue operations in the most efficient way possible. Additional guidance from HR will be provided to help you identify essential functions that cannot be performed remotely. Technology will be key. ITS is available to ensure that staff have the ability to work remotely. A VPN option is now available such that we may be able to provide access to employees via their own computers. More information on this subject will be forthcoming. HR anticipates conducting weekly Webex sessions and conducting surveys so that managers can ask questions and we can answer in real time to ensure support is given to everyone.

Human Resources is here to provide guidance to you during this challenging time. We will be hosting web-ex sessions and weekly forums to provide additional assistance to you as we navigate the challenges of a remote work environment. Please see the link below for additional resources.

<https://www.ramapo.edu/hr/>

Please note that although most employees will primarily work remotely, there will be times when employees will be required to come to campus intermittently to address operational needs, i.e., pick up mail, print letters, pick up faxes, forward phones, etc. Please be advised that when this is required, the College is advising managers to implement a rotational schedule, and practice social distancing, respiratory hygiene and other protocols as recommended by the CDC to limit the spread of COVID-19.

As I have mentioned in my previous communication, all situations and circumstances are different and we request your patience and understanding as leadership navigates our new normal. It is incumbent upon us, as Ramapo employees, to do our best to maintain operations while taking every precaution to reduce the spread of infection. We recognize that all employees have personal family care needs during this time and appreciate your efforts to balance these needs along with the operational needs of the College.

Please reach out to your supervisor, or Human Resources (HR2020@ramapo.edu) for guidance about additional issues or concerns that may emerge. Please continue to watch for additional communications and updates.

Sincerely,

Virginia Galdieri

Assistant Vice President for Human Resources

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