



Wayne County Community College District

Curtis L. Ivery District Office

801 W. Fort Street
Detroit, MI 48226

MEMORANDUM

TO: Vice Chancellors, Campus Presidents and Provosts
FROM: Kim DiCaro, Deputy Chancellor/CFO
SUBJECT: WCCCD Special COVID-19 Remote Work Memorandum
DATE: November 19, 2020

Since the onset of the COVID-19 pandemic, WCCCD has taken extraordinary measures to protect the health, well-being, and safety of students and employees while providing for the continuity of programs and services. In light of recent changes by the MDHS, WCCCD has taken the additional measures to expand allowable remote work. This memorandum outlines appropriate processes and information made available for remote work during the COVID-19. WCCCD will designate employees who are eligible for remote work. The District understands the unprecedented nature of the COVID-19 pandemic and remains vigilant in its consideration of ensuring continuous service and support of our faculty, staff, and students. *Therefore, this memorandum may be amended to ensure continued compliance with local, state, and federal authorities.*

Remote work will be contingent on the capacity of the employee to perform the essential duties, while taking in consideration the impact on programs and services. All designated remote work assignments should be discussed and submitted to your supervisor for review and submission for approval. WCCCD's primary goal is to provide uninterrupted instructional delivery and services to the community while adhering to safety guidelines and protocols. Employees who are approved to work remotely will be accountable for carrying out assigned duties during the District's hours of operation. Remote employees will require regular contact with a supervisor to maintain their scheduled work assignments.

WCCCD remains a vibrant and reliable educational resource to its community by establishing protocols and safety guidelines for all of its campuses and centers. More details and information for the remote work process may be found in the Administrative Memorandum and on the Human Resources website to include appropriate forms.