



## De La Salle Araneta University

June 18, 2020

To: **De La Salle Araneta University (DLSAU) Faculty and Staff**

Fr: **Mr. RONALD IBARLIN**

Director, Human Resource Development and Management

Re: **Implementing Rules and Regulations on Telecommuting**

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### **RATIONALE:**

Republic Act No. 11165 or the “Telecommuting Act,” defines Telecommuting as a work arrangement that allows an employee in the private sector to work from an alternative workplace with the use of communication and/or computer technologies. Telecommuting is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of DLSAU and its students, when the circumstances call for it.

### **POLICY:**

Telecommuting may be implemented by De La Salle Araneta University for circumstances such as inclement weather, restricted access to campus, and outbreaks of contagious diseases. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for Lasallian Partners on sick leave to the extent practical for the Lasallian Partner and the School and with the consent of the Lasallian Partner's health care provider, if appropriate. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the School and its students.

### **SCOPE:**

This policy applies to all Lasallian Partners whose current job duties permit them to work from home and as recommended by their respective immediate heads, endorsed by their respective cluster heads and approved for implementation by the HRAP Council.



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### **EFFECTIVITY:**

Implementing Rules and Regulation on Telecommuting is effective on June 22, 2020 and shall remain effective during the COVID-19 pandemic period.

### **GUIDELINES:**

#### 1. Eligibility

Lasallian Partners may work from home based on the suitability of their jobs and in accordance with the needs of his/her department. Prior to implementation, all Lasallian Partners will be expected to complete a Work From Home Orientation. All participating Lasallian Partners must sign the DLSAU Work From Home Agreement.

#### 2. Compensation and Work Hours

2.1. The Lasallian Partner's compensation, benefits, work status and work responsibilities will not change due to participation in the telecommuting program.

2.2. The amount of time the Lasallian Partner is expected to work per day may be agreed upon with their immediate heads on the Work From Home Agreement. Pay periods will not change as a result of participation in the telecommuting program.

#### 3. Tools/Equipment

3.1. Tools/equipment provided by the school for use at the remote work location is limited to authorized Lasallian Partners only and for purposes relating to school business.

3.2. School-owned computing devices are subject to the terms and conditions agreed during issuance of such:

##### 3.2.1. In case of damage:

3.2.1.a. First incident - The school will shoulder the repair cost for all non-cosmetic damage to the unit and charger. A replacement unit may be given subject to availability.

3.2.1.b. Second incident – Repair or replacement shall be done by the university but the user will shoulder all repair or replacement costs.

3.3. In case of loss, the user will be charged a corresponding amount (based on the policies of the Business and Finance Office).



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3.4. When the Lasallian Partner uses her/his own computing device for official use, he/she is bound by the school's Bring Your Own Device Policy. As such, the Lasallian Partner agrees to:

3.5. Not use the registered mobile device as the sole repository for official DLSAU information. It is highly recommended that all official DLSAU files are stored in shared online drives, either on-premise or in the cloud accessible only by authorized accounts. DLSAU files should only be locally stored in the mobile device if they are still works-in-progress.

3.6. Make every reasonable effort to ensure that DLSAU's information is not compromised through the use of mobile equipment in a public place or network. Screens displaying sensitive or confidential information should not be seen by unauthorized persons and all registered devices should be password protected. Examples of sensitive information are student records and school financial records.

3.7. Maintain the device with current operating software and security patches, and current security software such as anti-virus / anti-malware programs.

3.8. Not share the device with other individuals to protect the business data access through the device.

3.9. Abide by DLSAU's acceptable use policy for appropriate use and access of internet sites and other resources.

3.10. Notify ITC and the Data Protection Officer immediately in the event of loss or theft of the device with DLSAU information.

3.11. Permanent partners may take advantage of the Laptop Financial Assistance of the university. For more details, please contact the

### 4. Workspace

The Lasallian Partner shall designate a workspace within one's home to be used while telecommuting. The Lasallian Partner shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The school must approve the site chosen as the Lasallian Partner's remote workspace. The Lasallian Partner is expected to submit a clear photo of the home workspace to his/her immediate head prior to implementation.

Any work-related materials taken home should be kept in the designated work area at home and not be made accessible to others.

### 5. Office Supplies



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Out-of-pocket expenses for other supplies will not be reimbursed unless with prior approval of the Lasallian Partner's immediate head and other channels.

### 6. Liability

The Lasallian Partner's home workspace will be considered an extension of the school. Therefore, the school will continue to be liable for job-related accidents that occur in the Lasallian Partner's home workspace during working hours.

The Lasallian Partner's at-home work hours will conform to a schedule agreed upon by the Lasallian Partner and his or her immediate head. If such a schedule has not been agreed upon, the Lasallian Partner's work hours will be assumed to be the same as before the Lasallian Partner began teleworking.

The school assumes no liability for injuries occurring in the Lasallian Partner's home workspace outside the agreed-upon work hours.

The school is not liable for loss, destruction, or injury that may occur in or to the Lasallian Partner's home. This includes family members, visitors, or others that may become injured within or around the Lasallian Partner's home.

### 7. Communication

Lasallian Partners must be available by phone and email during agreed-upon hours with their respective immediate heads. Participants must still be available for departmental meetings, and other meetings deemed necessary by management.

Confidentiality of spoken communications and written documents should be ensured at all times.

### 8. Compliance with Policies

When Working From Home, all Lasallian Partners must continue to abide by the School's policies, including but not limited to:

- a. Social Media
- b. Data Protection
- c. Code of Ethics
- d. Dress Code

### 9. Support Mechanism

- i. The university shall ensure the availability of necessary technology-related and other support via the ITC and Adserve Help desks (available in the website).
- ii. Office desktop PCs can be loaned to telecommuting partners.



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### iii. Gadget Loan Program.

Partners who will be working from home may take advantage of the gadget loan program of the university amounting to PhP 30,000.00 (0% interest). Cash will be released via the ATM payroll account to those who wish to avail of the program.

- a. Permanent personnel can pay the loan via salary deduction in not more than 2 years' time.
- b. Non-permanent personnel can pay up the loan via salary deduction in not going beyond the partner's employment contract validity.

### iv. Work from Home Allowance

- a. Partners who are working from home shall be given Work from Home Allowance.
- b. Work From Home Allowance will be given to augment additional expenses incurred by the partner for internet, data and electricity while performing his/her job at home.
- c. Work from Home Allowance shall be released via payroll account. Permanent partner on WFM will receive PhP 1000.00 WFH Allowance while non-permanent partners will receive PhP 500.00 WFH Allowance on a monthly basis for a maximum of 10 months.
- d. Partners may liquidate the said allowance by providing the university thru the HRDM and Business and Finance Office a copy of receipt, otherwise, the said allowance shall be deemed as a taxable income. Deadline of submission is every 5<sup>th</sup> day of the month.

## 10. Disciplinary Consequences

To establish accountability, DLSAU reserves the right to levy disciplinary actions for non-compliance, up to and including termination for violations of the Non-Disclosure Agreement and/or the Data Protection Policy.

### **PRODUCTIVITY MONITORING:**

1. Unit/Department Heads of telecommuting partners are responsible for monitoring the productivity of their respective teams.
2. Cluster Heads should require unit/department heads to submit productivity reports of the units/departments under them.

### **LEAVE BENEFIT:**

Application and approval of leave benefits both CBA-related and government-mandated leave benefits (following the proper channel) shall be done via email.



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### **EVALUATION:**

This policy shall be reviewed six (6) months after implementation and annually thereafter. Effectiveness of the policy shall be assessed through:

1. Review of the policy by June 10 and 15, 2020 as led by HRDM to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.
2. Feedback from Lasallian Partners
3. HR metrics  
Policy Title DLSAU Telecommuting Policy  
Policy Owner  
Human Resources Development and Management Office

Thank you! Animo La La Salle Araneta!

Noted:

(Officially Signed) June 18, 2020  
**MR. CHRISTOPHER POLANCO**  
University Chancellor

(Officially Signed) June 18, 2020  
**DR. BJORN SANTOS**  
University President