



Jennine Scarboro <jscarboro@cca.edu>

[Staff-I] Personal equipment and resources during the closure

1 message

Human Resources <hr@cca.edu>
To: staff-l@lists.cca.edu

Thu, Mar 19, 2020 at 12:31 PM

Dear Colleagues,

Thanks for your hard work this week as we adjust to a more remote work environment. The College recognizes that some employees may incur costs associated with using their own equipment and resources to work on a remote basis, meaning not on CCA premises.

I will soon send out some interim work policies that should be helpful to you during this time, including a policy about reimbursement for temporary extra costs. I am consulting within the college on how to fairly estimate costs and avoid making things overly bureaucratic. We also have a new union for many staff members and we want to have an opportunity to consult with the SEIU 1021 early next week before a final policy is determined.

Meanwhile, kindly use good judgment to keep your effectiveness high, and consult with your manager or the Business Office before incurring any additional costs associated with work.

If you have questions or there's any way my team can be of assistance during this time, please email us at hr@cca.edu. Should you need additional counseling or other support during this time, you may contact Claremont EAP at 1.800.834.3773 or www.claremonteap.com.

Stay safe and thanks for all you do!

Warmly,
Leslie

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