

Chancellor's Update: Working from home and on campus

PCCD Announcement <announcement@peralta.edu>

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To: Announcements <Announcements@peralta.edu>



Office of the Chancellor

Dear Peralta Employees,

The shelter in place order is still in place. Do not go to campus unless you absolutely must be there and have been given explicit instruction on the time and dates that you can be on campus.

If you have questions regarding your need to report to an on-site location to perform your job duties, please contact your immediate supervisor, or Interim Vice Chancellor for Human Resources and Employee Relations, Chanelle Whittaker at cwhittaker@peralta.edu.

There are members of our community who cannot work remotely due to the nature of their jobs. To everyone else whose jobs do not require you to be on campus, let me put this simply: Please stay home.

The following roles have been identified as requiring an on-site presence to complete core job functions:

- Administration at the District and the Colleges
- Accounts Payable
- Custodial Services
- Financial Aid
- Healthcare Personnel
- Mail
- Maintenance & Operations
- Payroll
- Procurement & Contracts
- Receiving
- Security
- Technology and Network Services
- Warehouse services

The Governor's Executive Order issued on March 19, 2020, requires that individuals practice social distancing when outside of their homes or places of residence. To balance the need to be on-site to perform certain job functions and the requirement to maintain social distancing, District leadership will work with managers to develop schedules that facilitate the continuance of operations while also minimizing the number of people on the college campuses and the district offices.

I know this is challenging, particularly for faculty who are committed to excellence in teaching even under these unusual circumstances. The move to remote instruction is a huge challenge, but please hear me: Your health and the health of our community are what's most important here. Your teaching will still be excellent, even if it's via a simple video stream or Zoom conference with your students. We can keep improving our methods as we go. Please do not put yourself or our community at risk by coming to campus unnecessarily. This is a time for going with what we have and making it work. Please put safety first and *do not come to campus* unless you absolutely must be there and have been given explicit instruction on the time and dates that you can be on campus.

Note that pursuant to California Government Code Title 1, Section 3100, all public employees are declared disaster recovery workers and therefore, can be required to attend work, and be assigned tasks by their supervisor or by law. As such, failure by an employee to adhere to a directive to perform on-site work functions, may result in disciplinary action as defined in your Collective Bargaining Agreement (CBA), or Board Policy.

Thank you for the incredible job you are doing in these challenging times.

Take good care,
Dr. Regina Stanback Stroud, Chancellor

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POSTERS: PLEASE INCLUDE YOUR CONTACT INFORMATION IN YOUR POST.

