

Remote Work Policy During the COVID-19 Pandemic

This document is intended to provide important information for employees considering to move permanently out of the Bay Area or the state of California. For questions, please reach out to hr@cca.edu.

Staff employees are permitted to work in different geographical locations in the United States during the COVID-19 pandemic. Staff employees who are currently working remotely will not be expected to return to campus during the summer 2021 semester. The college will communicate information over the summer regarding expectations and final decisions for the fall 2021 semester. The college's goal is to primarily offer our curriculum to students on campus as much as possible, however, we are anticipating that the fall 2021 semester will not represent a full return to campus for all remote employees. The college will share an updated remote work policy mid-fall semester regarding the spring 2022 semester onwards.

STAFF EMPLOYEES WHO PERMANENTLY LIVE (OR PLAN TO LIVE) OUT OF STATE

- Update your home address in Workday with your primary residence
- Email hr@cca.edu and indicate which city and state or US territory you are (or will be) living in (so that we can make sure you are set up properly for tax and benefits purposes)

Considerations:

- You will lose access to **California state disability insurance (SDI)**. This means that if you are unable to work due to a matter that would qualify under SDI, you will not receive income replacement benefits until after 180 days, which is when CCA's paid long-term disability insurance would commence (for benefits eligible employees).
 - Some US states require the employer to purchase an SDI plan in that state to be in compliance. You will be notified if this applies to you.
 - If you are in a **benefits** eligible position, you may need to adjust your benefit elections so that they are accessible in your state of residence. If this applies to you, you will receive a task in your Workday inbox to make the benefit changes.
 - You will be registered for **Worker's Compensation** in your state of residence
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STAFF EMPLOYEES WHO LIVE OUT OF THE BAY AREA BUT WITHIN CALIFORNIA

- Staff employees are permitted to live temporarily out of the Bay Area for an extended period of time during the COVID pandemic. No action is needed.

STAFF EMPLOYEES WHO LIVE TEMPORARILY OUT OF STATE BUT MAINTAIN PERMANENT RESIDENCY IN STATE

- Staff employees are permitted to live temporarily out of state for an extended period of time during the COVID pandemic. Please maintain a primary CA address in Workday and you will continue to be taxed as a California resident. If you have questions about what constitutes a primary CA address, please reach out to hr@cca.edu.