De Anza College Office of Institutional Research and Planning

To: Senior Staff

From: Ola Sabawi, Research Analyst

Date: 5/12/2020

Subject: Classified Employees Survey for Fall 2020

The Classified Employees Survey for Fall 2019 survey was sent to part-time and full-time classified professionals on Monday, May 4 and closed on Thursday, May 7th. The purpose of the survey was to collect feedback from classified staff regarding their concerns and input regarding their current work situation and in preparation for fall 2020. 138 classified staff members responded to the survey.

Highlights

- 78% of respondents indicated they were either able to complete all aspects of their jobs remotely or over 75% of their job remotely (question 1).
- Some of the tools and support needed by survey respondents to continue working away from campus include (question 2):
    - 40% - Electronics or ability to bring home electronics from office
    - 24% - Indicated they already have everything they need
    - 16% - The opportunity to access their office or workspace on campus once or periodically to retrieve various tools and resources
    - 10% - Indicated they needed an ergonomic work desk/standing desk and/or chair
    - 6% - Office supplies such as toner, paper, sticky notes, and other
    - 5% - Better internet connection
- Some of the additional tools or support respondents needed for their own safety and well-being while working on campus included (question 3):
    - 53% - Personal protective equipment (PPE)
    - 20% - Plexiglas barriers and dividers
    - 19% - Enforce social distancing rules/clear rules and guidelines
    - 8% - No additional tools or support needed
    - 4% - Rotating schedule (work from home/on campus) to reduce crowding (shifts)
    - 4% - The option to work from home
    - 3% - Limit interactions/contact with students and faculty, reduce service hours or days, promote email/phone interaction

Survey Results

1) How much of your job have you been able to carry out while working away from campus?

	Responses	
All – I'm able to complete virtually all aspects of my job remotely	56	**42%**
Most – I am able to complete 75% or more of my job functions remotely	48	**36%**
Some – I am able to complete about half of my job functions remotely	16	**12%**
None – Most or all of my work requires me to be on campus	13	**10%**
Total	133	**100%**

2) What tools or support would you need to continue working away from campus past the end of May, or longer, if necessary? (100 characters)

	Responses	
Total Responses	*119*	*100%*
Electronics or ability to bring home electronics from office: secure work laptop, iPad with a stylus, second monitor, desk scanner, webcam/microphone, shredder, printer, CD player, mouse, headset	48	**40%**
I have everything I need	28	**24%**
The opportunity to come on campus once or periodically to collect papers/binders, access computer files, lab tools, or perform some physical duties	19	**16%**
Work desk/standing desk and/or chair/ergonomic work station	12	**10%**
Office supplies such as toner, paper, sticky notes, and other	7	**6%**
Better internet connection	6	**5%**
Software: Adobe, Jabber, FileMakerPro, malware/virus protection	5	**4%**
Job can only be performed on campus	4	**3%**
Direct connection/chat with tech support	3	**3%**
Access to remote desktop/VPN	2	**2%**
Online forms submission system & process/ direct pay forms	2	**2%**
Implementation of a new account for third party payees wire transfer	1	**1%**
Support from Deans and management	1	**1%**
Way to gather/send mail to/from campuses that do not have electronic transcript services	1	**1%**

3) If we are able to resume providing classes and services on campus this fall - while complying with health directives and protocols - what additional tools or support would you need for your own safety and well-being? (100 characters)

	Responses	
Total Responses	*118*	*100%*
Personal protective equipment (PPE)	63	**53%**
Plexiglas barriers and dividers	24	**20%**
Enforce social distancing rules/ clear rules and guidelines	22	**19%**
No additional tools or support needed	10	**8%**
Rotating shifts (work from home/on campus) to reduce crowding	5	**4%**
The option to work from home	5	**4%**
Limit interactions/ contact with students and faculty, reduce service hours or days, promote email/ phone interaction	4	**3%**
Not comfortable returning to campus without a vaccine	3	**3%**
Regular testing/ screening	3	**3%**
Work in small office with high student traffic make it difficult to social distance	3	**3%**
No point in working on campus if there were no students to serve	1	**1%**
Safety can never be guaranteed	1	**1%**
Software: Adobe Pro, FileMakerPro	1	**1%**
The opportunity to come on campus once or periodically to collect papers/binders, access computer files, lab tools, or perform some physical duties	1	**1%**