
Chapter: Personnel

Modification No. 002

Subject: **College Telework Policy for Administrative, Associate, and Support Staff**

I. Purpose

Telework (sometimes called “telecommuting), the practice of working at home or another work site instead of travelling to College offices, is a work alternative that the College offers to some employees when it would benefit both the College and the employee. This work alternative is intended to help the College recruit and retain excellent employees; to provide more flexible work arrangements for eligible employees; to provide a way to conserve scarce office space; and to assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel. It is the policy of the Board of Trustees to offer teleworking at an off-site location as an effective way to meet the needs of the College, its employees, and the community.

II. Overview

- A. Telework is not a formal, universal employee benefit but an alternative method of meeting the needs of the College. Since telework is a privilege, the College has the right to refuse to make telework available to an employee and to terminate a telework arrangement upon five days notice to the employee.
- B. Eligible employees include full-time and part-time Staff and Administrators who have successfully completed the initial employment probationary period.
- C. Eligible employees are not required to telework. Employees have the right to refuse to telework if the option is made available to them. Employees who do choose to telework have the right to cease teleworking and return to their former in-office work pattern upon 5 days notice to their supervisor. The decision to permit an eligible employee to telework will be made by the employee’s administrative supervisor and unit head.
- D. The employee’s compensation, benefits, work status, and work responsibilities will not change due to participation in the telework program. The amount of time the employee is expected to work per day or per pay period will not change due to participation in the telework program.
- E. Employees who participate in the telework program are subject to all College policies and procedures including, but not limited to those regarding confidentiality; disclosure of information; conflict of interest; and acceptable use of information technology resources. All participants must complete a Telework Application/Agreement.
- F. The College President is authorized to establish guidelines and procedures to implement the College Telework Policy.

Board Approval: March 19, 2001; May 18, 2009

Chapter: Personnel

Modification No. 003

Subject: **College Telework Procedure for Administrative, Associate, and Support Staff**

I. Eligibility

- A. Eligible employees include full-time and part-time staff who have successfully completed the initial probationary period and administrators. The decision to allow an eligible employee to telework will be made by the employee's administrative unit head. Participation of employees in the telework program will vary among departments, offices, and units, depending upon the needs of the particular area and the function and responsibilities of employees.

- B. Not all positions are suited for telework. Those positions responsible for providing in-person customer service or requiring on-site presence are not suited for telework. Telework is a privilege which may be granted in accordance with the parameters outlined below. Given the potential impact on customer service and operational needs, it is unlikely that an employee approved for telework would also be approved for an alternative work schedule per 32305CP. Determinations will be made by the administrative unit head and appropriate vice president, senior vice president, or chief of staff.

- C. In determining whether to endorse a request for telework, the administrative unit head and appropriate vice president, senior vice president, or chief of staff must consider whether:
 - 1. Service delivery to internal and external customers will be maintained;
 - 2. Operational requirements will be met;
 - 3. Offices or operations will maintain adequate coverage during normal periods of public service;
 - 4. Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
 - 5. The employee demonstrates the ability to work independently;
 - 6. The position has clearly defined, measurable tasks and productivity may be effectively measured with limited supervisor observation;
 - 7. Confidentiality will not be compromised and the arrangement does not require the physical removal of confidential files from the workplace;
 - 8. There will be a positive impact on the environment;
 - 9. Increased employee engagement will be supported through improved work/life balance.

II. Telework Schedule/Hours/Availability

- A. A regular telework schedule, including specific days and hours, must be established and approved by the supervisor prior to beginning a telework schedule. The employee is not to work more than the scheduled hours without advance written approval from the supervisor. In the event the supervisor anticipates granting ad hoc telework days and hours outside of the specific schedule, the parameters of such flexibility must be outlined in advance. The

amount of time the employee is expected to work per day or per pay period will not change due to participation in the telework program.

- B. A telework schedule may include one, two, or three days per week or month of work at home or at an alternate work site. Longer telework schedules may be approved for a limited period on an exception basis. The daily work schedule will include a meal period and two break periods. Employees shall not perform personal business or activities during designated work hours.
- C. Employees who have a telework schedule may cease teleworking by notifying their supervisor five days in advance of terminating the work arrangement. Where operationally practical, supervisors may terminate the telework arrangement upon twenty (20) work days notice to the employee.
- D. Employees who telework must be available by telephone and/or e-mail during scheduled work hours, with the exception of the normal 30 minute per work day meal period and the two 15 minute break periods permitted under normal College procedures.
- E. Participants in the telework program are required to have a telephone. Employees are required to check College voice mail for messages at least once every two hours. In addition, telework employees must have access to the College e-mail system and any College systems and applications necessary to perform their job responsibilities
- F. The supervisor retains the right to require an employee who teleworks to commute to a College office on a regularly scheduled telework day should the work situation warrant such an action. This situation is expected to be only an occasional occurrence. If the employee is frequently required to return to a College office during a regularly scheduled telework day, the supervisor may re-evaluate the compatibility of the employee's position and job responsibilities with teleworking.
- G. If a telework employee is sick when scheduled to work off-site, the employee will notify the supervisor and report hours worked and use of sick leave for hours not worked. Any overtime work must be pre-approved by the appropriate supervisor.
- H. Employees who telework are required to submit bi-weekly time sheets in accordance with the normal schedule.

III. Off-Site Work Space

- A. Participating employees must designate a specific work space at the off-site location. The employee's off-site work space will be considered an extension of the College's work space. Therefore, the College will continue to be liable for job-related accidents of employees that occur in the off-site work space during the employee's working hours and reserves the right to inspect the work space upon 24 hours notice for the purpose of determining that the site is safe and free from hazards. Workers' compensation liability is limited to the designated work space as opposed to all areas of the home.
- B. Employees must maintain liability insurance covering the off-site work space; the College will not be liable for injuries to family members, visitors, or others in the

employee's home, including the designated off-site work space; and the College will not be liable for theft or for damages to the employee's real or personal property while the employee is working at the off-site work location. Also, the College assumes no liability for injuries occurring in the employee's off-site work space outside of the established working hours.

- C. Employees are expected to maintain safe conditions in the off-site work space and to practice the same safety habits in the designated space as in his/her work space at the College.
- D. Employees remain responsible for all insurance, utility, telephone, internet connections, and related costs at the off-site location.
- E. In the event of an injury at the off-site location, the employee shall immediately (as circumstances permit) contact his/her supervisor.
- F. Employees who telework shall adhere to all College policies and procedures while teleworking, including all policies, procedures and guidelines on the use of information technology. The employee is responsible for maintaining confidentiality and security at the off-site work space.

IV. Supplies and Equipment

Employees may use College-owned supplies and equipment at an off-site work space, with the prior, written approval of their supervisor, provided the supplies and equipment will be used for College work-related purposes only. However, the College will not purchase equipment solely for the purpose of permitting an employee to function in a teleworking environment. Employees may use their own equipment (e.g. personal computer, answering machine, etc.), provided no cost is incurred by the College. Repair and maintenance of employee-owned equipment is the responsibility of the employee, as is the cost of any Internet Service Provider required to access the College email and other information systems. All equipment and supplies provided by the College remain the property of the College and must be returned promptly to the College at the conclusion of the telework agreement. Employees should promptly notify their supervisor of any malfunction in College-owned equipment and take action to return such equipment if repairs are necessary.

V. Application Process

- A. Employees who desire to telework shall discuss the matter initially with their immediate supervisor. A formal request will be submitted on the appropriate form which shall include: telework schedule, including the specific hours and days of work, and, in the event flexibility is provided on a case by case basis, the parameters of such arrangements; information concerning current responsibilities; the nature of the work to be performed at the off-site location; a detailed description of the off-site work space; and the equipment to be used to perform the work (including any personal equipment, such as computer hardware and software).
- B. The Application/Agreement must be signed by the employee, supervisors, the administrative unit head, the appropriate vice president, senior vice president, or chief of staff, and submitted to the Vice President of Human Resources, Development, and Engagement (or designee), who will review the Agreement for

consistency with College policies and procedures, approve the application (or return it for revision), and place the final signed form in the employee's official personnel file. Any proposed modification to the Agreement will follow the same process.

- C. The Agreement will be subject to review and renewal no less frequently than annually, twelve months from the date the arrangement began or was last renewed. Whenever there is a change in supervision, the new supervisor will review all telework agreements.

VI. Supervisor/Employee Orientation and Training

Employees who submit an application to participate in the College telework program, and their supervisors, may be required to meet with a representative of the Office of Human Resources, Development, and Engagement for guidance regarding teleworking and to review the College telework policies and procedures. Periodic training sessions will be conducted for interested staff by the Office of Human Resources, Development, and Engagement.

Administrative Approval: March 19, 2001; February 4, 2003; March 28, 2012.