

Telecommuting, or working remotely, is a benefit and privilege of working at the College and will be considered in situations in which it can be mutually beneficial for both the College and its employees. Telecommuting satisfies the College's creative sustainability efforts by reducing consumption of natural resources, to decrease pollution and to ease congestion related to commuting to work by automobile. However, the College has determined that some positions, by their very nature, do not lend themselves to telecommuting. For example, positions that require the supervision of other employees are not suitable for telecommuting and will not be considered. On the other hand, the College finds that some positions are naturally suited to telecommuting. If an employee is interested in telecommuting, the employee's immediate supervisors must first evaluate the suitability. In unusual situations, and in order to ensure continuity of College operations, the President may grant telecommuting approval for positions that would not normally be considered appropriate for telecommuting.

I. Demonstration of Fit

Both full-time and part-time positions can be considered for a telecommuting arrangement. When considering telecommuting, the supervisor and employee are responsible for demonstrating that the following conditions can be met:

- A. The employee can participate in departmental, division and campus-wide meetings appropriate to the position.
- B. Telecommuting does not adversely affect the College, departmental assignments/projects, student advising and assistance, customer relations, employee's completion of assigned duties or other work areas.
- C. There is adequate and suitable work available for the employee to perform away from campus.
- D. The employee has been employed by the College for a minimum of one year and during that time, maintained a good work record prior to making his/her request to telecommute (e.g., no excessive or unexcused absences, no corrective action within the last twelve (12) months of employment, and no misuse or loss of equipment).
- E. Suitable equipment and technology services can be provided and/or maintained by the College and/or employee so that work can be effectively performed in a telecommuting arrangement.
- F. The employee can be adequately supervised when telecommuting.

II. Employee Requirements

All employees approved to telecommute must agree to the following:

- A. Campus meetings, events and student advising/assistance shall not be scheduled around an employee's telecommuting arrangement. All telecommuting employees shall attend required campus meetings and events and provide student advising/assistance in fulfillment of his/her job duties.
- B. Telecommuting employees are responsible for all travel and per-diem to and from the employee's home to the workplace regardless of distance.
- C. Telecommuting employees are required to respond in a timely manner to work related voicemail and electronic mail. Unless otherwise agreed upon with the employee's supervisor, the employee is expected to work during the College's normal hours of operation while telecommuting, 8:00 a.m. – 5:00 p.m. during weekdays.
- D. Telecommuting arrangements may be revised or discontinued at any time. The initial agreement must have a defined duration with a three (3) month or less probationary period. If the employee meets the outcome expectations of telecommuting during the probationary period, a new agreement may be executed for an additional three to six months.
- E. Telecommuting employees are responsible for maintaining a dedicated home office and technology environment that maintains the security and confidentiality of College and student information and is a safe working environment.
- F. The College and the telecommuting employees shall agree on the equipment, if any, and the maintenance thereof to be provided by the College and/or the employee to enable the telecommuting arrangement.
- G. The supervisor shall articulate how the employee's performance will be measured and how the employee will participate in performance reviews.
- H. A telecommuting employee scheduled to work on a day in which the College is closed due to adverse weather is still expected to work as scheduled.

III. Telecommuting Request

The employee shall complete and submit the appropriate telecommuting request form to his/her immediate supervisor. If the employee's immediate supervisor agrees with the telecommuting request, s/he should add supervisor comments to the form and present it to Director of Human Resources ("Director"). If approved, the Director will then present the information to the President. If approved by the President, the agreement will be signed by the employee, the employee's immediate supervisor, Director and the President. The agreement will be included as an addendum to the employee's employment contract.

IV. Safety and Liability

The employee must designate a work space at his home or other alternative work site. The employee must protect the work space from any known hazard or danger that could affect College equipment or the employee.

Since the employee's alternate work space is an extension of the employee's College work space, the College's liability for job-related accidents will continue to exist. If a telecommuting employee is injured in his/her work space, the employee will immediately alert his/her supervisor no later than the end of the next business day. The employee consents to allow the College or its designee to inspect the work space after a reported accident.

V. Terminating a Telecommuting Agreement

In the event the College or the employee wishes to discontinue the telecommuting arrangement, a cross-training period with a replacement will commence for thirty (30) days. This period will give the College time to allocate a replacement employee and give the remote employee ample time to train and transfer duties to the individual. All equipment owned by the College will be returned by the end of the transition period.

Adopted: 7/01/2018