

Teleworking, 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. Teleworking 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 teleworking. For example, positions that require the supervision of other employees are not suitable for teleworking and will not be considered. On the other hand, the College finds that some positions are naturally suited to Teleworking. If an employee is interested in Teleworking, 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 teleworking approval for positions that would not normally be considered appropriate for teleworking.

I. Demonstration of Suitability

Both full-time and part-time positions can be considered for a Teleworking arrangement. When considering Teleworking, 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. Teleworking 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 telework (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 teleworking arrangement.
- F. The employee can be adequately supervised when teleworking.

II. Employee Requirements

All employees approved to telework must agree to the following:

- A. Campus meetings, events and student advising/assistance shall not be scheduled around an employee's teleworking arrangement. All teleworking employees shall attend required campus meetings and events and provide student advising/assistance in fulfillment of his/her job duties.
- B. Teleworking employees are responsible for all travel and per-diem to and from the employee's home to the workplace regardless of distance.
- C. Teleworking 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 teleworking, 8:00 a.m. – 4:00 p.m. during weekdays.
- D. Teleworking 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 teleworking during the probationary period, a new agreement may be executed for an additional three to six months.
- E. Teleworking 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 teleworking 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 teleworking 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 teleworking 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. Teleworking Request

The employee shall complete and submit the appropriate teleworking request form to his/her immediate supervisor. If the employee's immediate supervisor agrees with the teleworking request, s/he should add supervisor comments to the form and present it to the 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, the 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. The College may require the employee to provide a picture of the designated work area.

If a teleworking 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 Teleworking Agreement

In the event the College or the employee wishes to discontinue the teleworking arrangement, the College shall determine whether the employee will remain an employee with the College and work on-site. If appropriate, 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.

VI. Employees with Disabilities

This policy does not apply to teleworking as an Americans with Disabilities Act (ADA) accommodation. If teleworking is considered a reasonable accommodation pursuant to the ADA, the College will follow its ADA process with respect to such accommodation. In addition, employees with disabilities who are required or permitted to telework by the College will be provided reasonable accommodations as necessary to fulfill their job duties while teleworking.

Adopted: August 26, 2022