

Shared Governance Handbook Document

Title: Telecommuting

Purpose:

Describes requirements and procedures for establishment of a telecommuting work arrangement.

References:

A. AP 464, Overtime Authorization for Non-Exempt Staff and Supplemental Pay and Flex Time Authorization for Exempt Staff.

Definitions:

Telecommuting: performing some or all of the employee's assigned job duties at a pre-approved off-campus work site using alternate methods of communication, such as telephone, internet, or fax.

Off-campus work site: A location other than the normally assigned workplace, such as the employee's home

Officially designated work site: The campus or location to which the employee's job or position is assigned

Handbook Detail:

All telecommuting agreements must adhere to the following procedures and requirements.

II. Employee Eligibility Criteria

- A. The employee must have been employed at HACC for a minimum of two years and have demonstrated the ability to be self-directed, self-motivated, independent, focused, well-organized, and dependable as documented in introductory and annual performance appraisals.
- B. The employee must have a record of satisfactory performance that includes, but is not limited to, regular attendance; satisfactory employee reviews; and no disciplinary actions.
- C. The employee's position and job duties must not require daily face-to-face supervision; daily in-person interactions with customers, students, co-workers; or tasks that must be performed at a facility.

- D. The employee's position must have work performance objectives with identifiable measures of productivity or have administrative duties suitable for telecommuting.
- E. The employee must assume primary responsibility for maintaining effective communication and work flow among co-workers and customers.
- F. The employee must have demonstrated proficiency with job-related software and computer hardware.
- G. The employee must be able to return from the off-campus work site to the officially designated work site when requested or necessary.

III. Off-Campus Work Site Criteria

- A. The employee must ensure that the off-campus work site must be a suitable work environment that is free of apparent potential injury hazards. The employee is primarily responsible for establishing and maintaining safe and healthful working conditions in the off-campus work site.
- B. College information and data that are stored at the alternative off-campus work site must be kept in a secure area. Passwords for computer access must be established and followed for work that has security/confidentiality issues. The employee must save that data to the College network drives to ensure appropriate backup of information. Employees will take all precautions necessary to secure proprietary information and prevent unauthorized access to any College system from their off-campus work site.

IV. Work Performance and Overtime

- A. When working at the off-campus work site, the employee will maintain performance standards equivalent to those used when working at the officially designated work site.
- B. The employee will attend, either in person or video conferencing, if technologically feasible and appropriate, all activities or obligations at which the employee's presence is required (e.g., department or committee meetings) and to fulfill any other responsibilities as required.
- C. A telecommuting arrangement must not result in a reduction of service to internal

or external customers or co-workers, or a reduction in productivity by the employee.

D. Employees in positions that are designated as eligible for overtime must have advance approval from the supervisor for overtime work (AP 464, Overtime Authorization for Non-Exempt Staff and Supplemental Pay and Flex Time Authorization for Exempt Staff). **NOTE – will need to be edited for correct SGP information**

V. Equipment and Supplies

- A. Equipment required for each telecommuting arrangement will be identified and determined on a case-by-case basis.
- B. The employee must provide and maintain Internet access at his/her own expense.
- C. On occasion the College may supply equipment or software required for specific tasking. If the College supplies equipment, the College is responsible for equipment maintenance and will supply required software for computer equipment. The employee will be required to return the equipment for maintenance and repairs. The employee assumes responsibility for the loss of College equipment and any damage resulting from negligent use or handling.
- D. Any equipment supplied by the College must be returned to the College upon termination of the telecommuting arrangement or employment at the College.
- E. An employee may not load personal software onto College computer equipment and may not use any College provided equipment for personal use. Use of College provided equipment is for approved purposes only and must comply with the College's established policies and procedures.
- F. Office supplies required for telecommuting at the alternative off-campus work site shall be provided by the College. Out-of-pocket expenses for supplies or services must be pre-approved and will be reimbursed according to existing policies and procedures.
- G. Individual tax implication, auto/homeowners insurance, and incidental residential utility costs are the responsibility of the employee.

VI. Telecommuting Agreements

A. Employees who telecommute according to the definitions of this policy must complete and sign a Telecommuting Agreement. The employee's supervisor must approve the Agreement, conduct a work planning session with the employee and the employee's co-workers as necessary, prior to the beginning of the alternative work assignment.

B. Procedure for Establishing a Telecommuting Arrangement

1. The employee and supervisor will discuss the feasibility of telecommuting for the employee.
2. The supervisor and employee will determine the required equipment, work arrangement, expected productivity outcomes, and method for monitoring the success of the proposed arrangement.
3. If telecommuting is determined to be feasible, a Telecommuting Agreement will be executed and signed by the employee and the employee's supervisor and submitted to their Cabinet-level Supervisor for approval. Information technology services will then be consulted to identify required hardware and software components and provide projected costs. Final approval is granted by the Chief Human Resources Officer.
4. If telecommuting is determined not to be feasible, the employee will be given the reasons for denial in writing. The reasons for the denial shall be based on the eligibility criteria in this procedure.
5. A copy of the approved agreement will be given to the employee and a copy will be sent to Human Resources for inclusion in the employee's personnel file.

C. Telecommuting Agreements will address the following criteria and requirements:

1. Telecommuting task definitions and/or scope
2. Performance expectations and measurements
3. Working hours, including hours of phone and email accessibility
4. Employer inspection of off-campus work site
5. Duration of the agreement
6. Method for the employee to record work time and seek approval of overtime when applicable
7. A list of pre-approved telecommuting expenses and a defined procedure for the approval of all related expenses

8. A list of College supplied equipment and software
9. If applicable, the method of handling, transporting, and/or storing confidential College information/data
10. A provision that the entire Telecommuting Procedure is inclusive of the Telecommuting Agreement.
11. Signatures of the employee, supervisor, Cabinet-level supervisor, and Human Resources.

VII. Termination and Duration of Telecommuting Agreement

- A. No telecommuting agreement shall be for longer than one year; however, the agreement can be renewed for additional periods of up to one year.
- B. Telecommuting agreements must meet the operational needs of the College and failure of an agreement to meet operational needs shall be grounds for immediate termination of the agreement. The agreement may also be terminated by either the employee or the College with a 30 day notice. The notice requirement is waived in cases of temporary changes to the arrangement arising from emergency conditions.