

TELECOMMUNICATING

ARTICLE NUMBER: 324

LAST APPROVED: November 2, 2020

REFERENCE: Administrative Rule C003

POLICY STATEMENT

Telecommuting may pose advantages for both the College and its employees, including increased productivity and performance, enhanced employee recruitment and retention, relief of on-campus space constraints, cost reduction, environmental sustainability, crisis response, and greater work-life balance. Telecommuting is defined as working from home making use of the internet, email and telephone for less than 40% of a typical work week (and less than 25% during July and August).

Telecommuting is not an entitlement or College-wide benefit. Although some positions may require telecommuting, it is typically a voluntary work arrangement determined by employees' supervisors in which eligible employees fulfill their job responsibilities at a site other than their onsite work location during regularly scheduled work hours for an indefinite or finite period. The scope of this policy covers voluntary telecommuting.

The College considers telecommuting to be a viable alternative work arrangement in cases where the individual employee, the job, and the supervisor are well suited to such an arrangement. Not all employees and positions are suitable for telecommuting. Suitability for telecommuting is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and approved per this policy. Informal telecommuting arrangements, such as working on the road during business travel, do not require the completion of College's Telecommuting Work Agreement. Formal telecommuting arrangements, which are long-term, short term and/or reoccurring, require the completion of the College's Telecommuting Agreement.

- A. Employees are expected to work their normal work schedule, unless they receive their supervisor's prior approval to adjust their schedule. Employees need to remain productive and responsive during their scheduled work hours.
- B. Employees are expected to maintain a presence with their department while telecommuting. Presence may be maintained by using appropriate technology including but not limited to a computer, email, messaging application, video conferencing, instant messaging, Google sheets, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular College location and will make themselves available to attend scheduled work meetings as required and/or requested.
- C. Employee roles that require extensive student contact must be responsive to student contacts, and have the required tools to make and receive phone calls from students.

TELECOMMUNICATING

ARTICLE NUMBER: 324

LAST APPROVED: November 2, 2020

REFERENCE: Administrative Rule C003

- D. Employees need to have a working telephone or cellphone at their remote location.
- E. Employees are expected to have high-speed internet at their remote location.
- F. Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.
- G. The College is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.