

TELECOMMUNICATING

ADMINISTRATIVE RULE NUMBER: C003

LAST APPROVED: September 1, 2020

RELATED TO POLICY SERIES NUMBER: 324

PROCEDURES: C003.1

- A. An employee in good standing who desires a telecommuting arrangement submits a written email request to their supervisor with a proposal.
- B. Once requested, the supervisor and employee determine if the requested arrangement is informal or formal, or pursuant to a campus crisis.
 - a. If the requested arrangement is deemed informal, completion of the College's Telecommuting Agreement is not required, but the arrangement must be documented by emailing the supervisor and receiving approval.
 - b. If the requested arrangement is formal, the supervisor and employee must evaluate the suitability of a telecommuting work arrangement, paying particular attention to the rules and guidelines listed in this administrative rule.
 - c. If the requested arrangement is due to a campus crisis, this rule does not apply.
- C. The supervisor and the College President approve the formal request for telecommuting.
- D. If the request is denied, the employee may send another request if the employee experiences a change in job responsibilities.
- E. If the request is granted, the employee and supervisor must prepare and sign a Telecommuting Agreement. This agreement should then be forwarded to the College President for his/her signature.
- F. The supervisor must send a copy of the signed agreement to Human Resources.
- G. TBCC may alter this schedule, or either party may end this agreement, at any time at their discretion. TBCC will strive to provide at least 48 hours' advance notice of any changes to the telecommuting work arrangement. The telecommuting work arrangement will be reviewed by the employee and supervisor annually, or more frequently if needed.

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JOB RESPONSIBILITIES: C003.2

- A. Discuss the employee's job responsibilities and determine if their position is appropriate for a telecommuting arrangement.
- B. Examples of jobs that may be suitable for telecommuting include those that have minimal face-to-face interaction, heavy data entry tasks, or specific objectives and performance standards that can be measured.
- C. Examples of jobs that may not be suitable for telecommuting include those that require frequent face-to-face interaction, onsite customer support, or access to onsite confidential documents, or have specific objectives or performance standards.

DEPARTMENT AND EMPLOYEE SUITABILITY: C003.3

- A. Examine the needs of the department, including frequency of meetings, department goals and projects, other departments' schedules, and space constraints.
- B. Assess the performance of the employee to ensure that the employee is in good standing and to determine if the employee's work habits display the traits customarily recognized as appropriate for successful telecommuters, such as reliability, responsiveness, and the ability to work independently.

SCHEDULE: C003.4

- A. Discuss and agree upon the number of telecommuting days allowed each week (within policy limits), the work hours and schedule that the employee will customarily maintain, and the manner and frequency of regular communication (i.e. via phone, video conferencing, and/or in person, etc.) with the supervisor and others in the department, College, vendors, etc.
- B. Telecommuters must be as accessible as their onsite counterparts during their agreed-upon regular work schedule, regardless of work location. Telecommuters may be required to work at their onsite location for meetings, events, and other situations deemed necessary by their supervisors.
- C. Telecommuters may be required, at any time, to commute to their onsite work location. This is considered commute time, and telecommuters are not eligible to receive reimbursement for this travel.

EQUIPMENT: C003.5

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- A. Assess the alternate work location, including workspace design and equipment needs. TBCC may determine the appropriate and reasonable equipment needs for each telecommuting arrangement at the alternate work location on a case-by-case basis, consistent with IT policies and procedures and the availability of equipment. TBCC reserves the right to make determinations as to appropriate equipment, subject to change at any time. Requests for equipment will be met at IT's discretion and may take at least one week.
- B. Telecommuters must exercise reasonable care for the equipment and should take appropriate action to protect the items from damage or theft. Telecommuters may be held liable for damage caused by negligence. College equipment should be used for business purposes only and will be maintained by TBCC. Employees should make arrangements with IT to perform computer updates at least quarterly. These updates may require IT to hold the laptop for at least one day.
- C. Telecommuters are responsible for ensuring their workspace is ergonomically designed to avoid unnecessary injury.
- D. Employees must have high speed internet at the alternate work location (internet speed must be equivalent to a 5mbps service that is available at least 98% of the time).

SECURITY: C003.6

- A. Generally, employees should not use TBCC equipment at home in ways that they are not permitted to do in the workplace. Specifically, employees must follow Board policies related to Standards of Conduct (316), Sexual Harassment (322), Health and Safety (320), and administrative rule B007, Acceptable Use of Computer Resources.
- B. Telecommuters should secure their home Wi-Fi network by using state of the art encryption (WPA2 or WPA3 with a long and complex password), turning off the WPS function and deleting the Guest Wi-Fi.
- C. Use the equipment provided and the TBCC VPN.
- D. Keep TBCC equipment and information private and secure at all times. Ensure that others don't have access to equipment or to any printed information related to TBCC work activities.
- E. Transmit personal data in a secure way. In particular, employees should refrain from transmitting confidential data through consumer services (storage, file sharing and collaborative editing services) or via consumer email services. If

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employees have to transmit such data via these services, the data must be encrypted before their transmission, and the encryption keys must be provided via another communication channel (e.g., by telephone or text message). Employees should seek to use end-to-end encrypted communication tool.

F. Finally, employees should be particularly aware of phishing attempts.