

**Telecommuting Procedure**

Telecommuting is a cooperative arrangement, based on the needs of the College, each employee's department, and role, that allows employees to work at alternate work locations for part of their workweek. Telecommuting is only available to staff members of Carl Sandburg College. Carl Sandburg College does not require any employee to telecommute.

All employees who work remotely using informal telecommuting practices or formal telecommuting arrangements must follow the procedures as listed below.

Telecommuting arrangements will be evaluated on an ongoing basis and are subject to being modified or discontinued at any time, at the College's discretion.

**Telecommuting options:****Informal Telecommuting:**

**Definition-** working remotely for a definitive length of time, not lasting longer than two (2) weeks, which is not part of approved work schedule. Examples include but are not limited to completion of a project and business travel.

Informal telecommuting will be allowed only at the express approval of the employee's immediate non-bargaining unit supervisor and will not exceed two (2) weeks.

Either an employee or their immediate non-bargaining unit supervisor can suggest telecommuting as a possible work arrangement.

No Telecommuting Request form is required.

**Formal Telecommuting:**

**Definition-** Working remotely as part of a formal set schedule.

Formal telecommuting will be allowed only at the express written approval of the employee's immediate non-bargaining unit supervisor and Human Resources.

Either an employee or their immediate non-bargaining unit supervisor can suggest telecommuting as a possible work arrangement.

A Telecommuting Request form is required to change or update an individual's set schedule of working away from the office.

**Employee Eligibility:**

Immediate non-bargaining unit supervisors will determine if an individual may telecommute based on the employee's position description and any needs for coverage of specific areas. Telecommuting decisions will be based solely on the work requirements of the position description and the needs of the College.

**Employee Expectations and Requirements:**

Telecommuting employees are expected to maintain all job responsibilities as outlined in their position descriptions while telecommuting.

The employee is responsible for ensuring that they remain available and dedicated to their work duties during scheduled work hours. If an employee's personal responsibilities conflict with the employee's work schedule, the employee remains responsible for communicating with the employee's supervisor regarding the need to leave the employee's remote work station or to schedule time off to attend to personal matters.

Employees must make themselves available on-site as necessary to attend meetings, training, or other required events.

Employees are not allowed to remove sensitive or important original documents from their primary College workplace.

Employees will use approved College platforms for virtual meetings and will use an approved interface medium when performing College work. All employees telecommuting will be required to use the College's dual factor authentication system in order to access College resources.

Carl Sandburg College assumes no liability for injuries occurring in the employee's alternate work location workspace outside of work hours. Employees should note that some homeowner policies do not automatically cover injuries arising out of, or related to, the business use of the home and the employee is responsible for any liability. The College accepts no responsibility whatsoever for the safety, security or suitability of any alternate work site. The College also accepts no responsibility for the personal property of any employee.

Tax and other legal implications for the business use of the employee's alternate location on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Telecommuting will require the employee to fulfill the following conditions:

- The employee must have responsive/reliable internet service capable of providing high quality virtual meetings. The internet service must reliably provide a ten megabit per second of download speed and one megabit per second upload speed.
- The employee must have reliable access to a telephone.
- The employee must be available for work during the approved telecommuting work hours.
- The employee must be able to perform the assigned telecommuting work duties.
- The employee must have an appropriate location from which to work. The location must permit the employee to perform work in a confidential environment that is free from safety hazards, distractions, and undue interruptions.

Employees are expected to adhere to all College policies and procedures during approved periods of telecommuting. Telecommuting employees remain subject to all requirements relating to absences (including providing appropriate notification of an absence from telecommuting) and use of leave days. Examples of policies that apply to all employees are:

- Attendance
- Social media
- Confidentiality
- Employee Code of Conduct
- Anti-discrimination/Equal opportunity
- Dress code
- Internet Use

## **Employee Work Schedule:**

Unless otherwise agreed to or required by the supervisor, a telecommuting employee's work schedule shall be the same as the employee's schedule in the customary worksite, including meal breaks and rest periods.

During telecommuting work hours, the employee must:

- be available via telephone, email or virtually/by teleconference or video conference;
- be available to perform work duties, fulfill work-related requests, and respond to work-related communications. A telecommuting employee must maintain communication with the employee's supervisor, provide appropriate status updates regarding the employee's work assignments, and respond promptly to work-related communications.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Carl Sandburg College's time-keeping system.

- Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's immediate non-bargaining unit supervisor.
- Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement and/or disciplinary action.

## **College Equipment Allocation and Supplies:**

The College will provide any employee who is authorized to telecommute with the appropriate equipment. One laptop computer will be provided and will be the only computer from which the employee is allowed to conduct business for Carl Sandburg College, regardless of location.

- The College will provide one computer, external monitor, keyboard and mouse and computer bag.
- The College will not provide duplicate office equipment for home use with the exception of one external monitor.
- All other equipment must be brought to and from different work locations.
- In addition, each laptop will include a built-in webcam. Additional webcams will not be provided.
- Personal cell phones or landlines can be used for Carl Sandburg College email and phone calls.
- Other than the items noted above, employees are not allowed to take office equipment or furniture to an offsite work location.
- The College will not be responsible for the cost of setting up the employee's remote workspace, general office equipment, operating costs, home maintenance, or any other incidental costs (e.g., utilities, insurance, telephone, Internet connections, etc.) associated with the use of the employee's remote work location. The College assumes no liability for damages to employee's personal property resulting from participation in telecommuting.
- All printing is required to be done at a college location. No reimbursements will be provided for the cost of printers, scanners, paper, toner, ink or any other printing costs. No printers will be provided for employees to take home.
- All office supplies should be drawn from the appropriate department's normal supplies. No additional supplies should be purchased for home use. However, minimal supplies may be taken for home use from existing stocks if necessary to perform assigned telecommuting work.
- Any employee expenses incurred in the performance of remote work require pre-authorization from their immediate non-bargaining unit supervisor. Only those expenses that are pre-approved, necessary for the performance of telecommuting work, and appropriately documented will be eligible for reimbursement.

## Telecommuting Request

Employee name (print):

Position Title:

Department:

Requested Start Date:

Requested End Date:

Telework Days and Hours:

All work is performed remotely

Blend of remote work and on-site work (indicate requested daily schedule)

M \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM      On Campus      Telecommuting

T \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM      On Campus      Telecommuting

W \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM      On Campus      Telecommuting

Th \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM      On Campus      Telecommuting

F \_\_\_\_\_ AM/PM \_\_\_\_\_ AM/PM      On Campus      Telecommuting

Telework Location (Full Address):

Telework Phone Number for Telework: \_\_\_\_\_

At this location I have:

Adequate internet service to support teleworking 10mbps download, 1mbps upload

Adequate phone service/cell service (can be personal landline or cell phone service to be used for telework purposes)

A designated work area within which to complete my work

The ability to complete and protect sensitive and confidential information related work in my home office/designated work area

The ability to secure proprietary, sensitive or confidential information during non-work hours in a locked work room/file cabinet/desk/etc. as needed.

Employee Statement: I hereby request approval to telecommute. I understand that telecommuting is a privilege and not an entitlement and that this agreement may be terminated at any time. I have read and understand the telecommuting policy requirements and agree to adhere to all applicable College policies and procedures.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approvals:

Supervisor:  Y  N Date \_\_\_\_\_

Human Resources Director:  Y  N Date \_\_\_\_\_