

2492 – TELECOMMUTING¹-GUIDELINES

Barton supports remote working arrangements that are aligned with the institution's standards of quality service and accessibility. ~~telecommuting from alternative worksite offices to create a supportive work environment.~~ Telecommuting is a voluntary work arrangement in which an eligible employee with supervisory approval works an established schedule from a remote location. ~~"works one or more days each work week from an alternative worksite instead of commuting to a work place."~~ These guidelines do not apply to independent contractors.

~~Communication during telecommuting arrangements may be by phone, modem, fax, pager, or other agreed upon means. Technology equipment², software and consumable office supplies may be owned and maintained by the employee or by the college.~~

~~Employee selection shall be is based on specific and documented, written, work related criteria established by the direct supervisor with reasonable accommodation for employees who are permanently or temporarily disabled.~~

GENERAL TERMS OF IMPLEMENTATION

- All approved telecommuting schedules are discretionary and require approval as defined in the following section: ~~under Steps for Initiating Telecommuting.~~
- Telecommuting used as a transitional work option to aid program in aiding an employee's return to work from disability shall be administered consistent with existing policies, procedures and laws.
- Supervisors are responsible for developing a consistent work schedule with those employees approved for telecommuting whether an employee telecommutes routinely or periodically. ~~Consistent work schedule must be established and agreed upon by the direct supervisor.~~
- ~~Telecommuting may not substitute or subsidize other non-work related activities.~~
- Telecommuting may not be utilized to support personal situations such as family activities, personal appointments, day care for children, family member illness, etc.; employees are expected to take the appropriate vacation/sick/personal time for such occurrences.
- Supervisors should manage their departments to ensure their areas are not fully remote at any given time. Barton's commitment to quality service extends to students, colleagues, partners and constituents having the opportunity to engage with employees and the College's services in person.
- Telecommuters are expected to adhere to college rules, regulations, policies and procedures regarding security and confidentiality. ~~Employees must follow IT Access procedures established by the college. See additional policy and procedure information found on the College's website. the Barton website for more information.~~
- Employees with approved telecommuting agreements are expected to work in accordance with their hourly or exempt employment status.
- Employees are required to utilize external communication options (email, phone calls, text messages, video communications or other agreed upon means) to maintain accessibility.
- Employees may be required to shift to a non-remote work location as needed to support their departments and teams.
- Technology equipment, software and consumable office supplies may be owned

and maintained by the employee or by the College. Any employee with remote technical access will install virus-protection software and will ensure that the virus definitions are kept current per Information Services standards. Employees are responsible for maintaining employee owned telecommuting equipment. Refer to *Maintenance, Repair, and Replacement of Equipment* section.

- Telecommuting employees are responsible for establishing setting aside a remote work space an alternative worksite work space that is safe and separate from non-work related interruptions and distractions, and free of obstructions and hazardous materials. The College may verify that the worksite meets these requirements.
- It is at the discretion of the supervisor whether to track an employee's production during a telecommuting agreement.
- ~~Either administration or the employee may terminate telecommuting for any reason, at any time.~~

STEPS FOR INITIATING TELECOMMUTING

~~Either employee or administration may propose a telecommuting work option for the employee.~~

- 1) A telecommuting arrangement may be proposed by an employees' supervisor or employee.
- 2) If proposed by the employee, the employee must complete completes a **Telecommuting Proposal Form** and submit it to their direct supervisor. and submits it to the employee's direct supervisor.
- 3) The dDirect sSupervisor:
 - a) considers proposal to implement telecommuting alternate work arrangement for employee's particular position;
 - b) reviews the following: functions/tasks of position under consideration, departmental staffing needs, space and budgetary considerations;
 - c) consults with Human Resources as necessary on proposal; and
 - d) consults with the applicable administrator for added feedback related to the proposed telecommuting agreement.
- 4) ~~The employee and direct supervisor will assess the feasibility of telecommuting and determine telecommuting options.~~

⁴Telecommuting refers to a working arrangement or work style where an employee does the employee's work off site, or outside of the principal office. Telecommuters typically work from home one or more days a week and communicate with the office using the telephone, the Internet or other telecommunications technology.

²Technology equipment is defined as a computer and/or a printer.

- a) ~~contacts the employee's immediate supervisor for secondary approval.~~
- 5) If approved, the employee and direct supervisor will complete and sign a **Telecommuting Agreement** and **Telecommuter's Checklist**. The employee will complete and sign the **Receipt of College Technology Equipment and Software** and **Telecommuting Worksite Safety Checklist** forms. The originals of these documents will be submitted to the Human Resources Offices with copies provided to both the supervisor and the employee.
- 6) If not approved, the direct supervisor will notify the employee of the decision in writing.
- 7) ~~Direct Supervisor notifies employee(s) to begin telecommuting and monitors arrangements(s); maintains open communications and discusses concerns with~~

employee(s) as needed.

- 8) ~~If approved, t~~The direct supervisor gives the employee the following documents:
 - a) ~~Telecommuting Guidelines;~~
 - b) ~~Signed Telecommuting Agreement (and retains a copy for the office and sends a copy to Human Resources); and~~
 - c) ~~Supplementary materials, as appropriate.~~

SUPPORT DOCUMENTS

~~Supportive checklists include:-~~

- ~~Supervisor's Checklist for Telecommuters;~~
- ~~Receipt of College Equipment; and~~
- ~~Alternative Worksite Safety Checklist for Telecommuters.~~

SELECTION CRITERIA FOR SUCCESSFUL TELECOMMUTING

~~Employee selection is based on specific and documented, work-related criteria established by the direct supervisor with reasonable accommodation for employees who are permanently or temporarily disabled. Employee selection is shall not based on seniority. Selection should include reasonable accommodation for employees who are permanently or temporarily disabled.~~

~~Prospective telecommuters and their supervisors should assess whether telecommuting is a viable work option based on the following criteria: as follows:~~

- ~~Decide if a job is amenable~~ **Position is conducive to telecommuting** in part or in whole, ~~to being performed away from the main office.~~

~~At supervisor's discretion, a job is amenable to telecommuting if the job or some components of it can be done off-site without disruption to the flow of work and communication. Examples of job functions that are amenable to telecommuting include, but are not limited to: researching, processing, dispensing of information, report writing, or communications that can be done from a distance.~~

- ~~Ensure that W~~work can be equitably distributed so that telecommuting schedules do not require **staff at a primary work location** ~~in-office staff~~ to do the telecommuter's work. Care should also be taken to ensure that telecommuters continue to have access to needed office support **from their primary work location**. ~~The employee should be able to be reached by phone and/or email during assigned work hours.~~
- **Employees involved in telecommuting agreements** ~~The candidate for telecommuting should possess and display work-related behaviors consistent with remote working arrangements to include: those of successful telecommuters, including:~~
 - ~~Reliable and responsible~~ **completion** ~~discharge~~ of work duties;
 - ~~Independent with the~~ **A** ~~ability to work~~ **independently** ~~effectively~~ with minimal supervision;
 - ~~Low need for face-to-face interaction, self-motivated, flexible, organized, and~~ **Above average** ~~good~~ communication skills.
 - ~~Full understanding of the operations of the candidate's department and the candidate's job duties;~~

- ~~○ Has the trust of the candidate's supervisor and is honorable;~~
- ~~○ Is able to establish priorities and has demonstrated Effective time management skills habits;~~
- ~~○ Pursues high quality work production;~~
- ~~○ Can maintain a safe alternative worksite work area, free from distractions;~~
- ~~○ Performs work that results in specific, measurable work product;~~
- ~~○ Who have a job that can be monitored for output, not by the time spent doing the job.~~
- ~~○ Telecommuting may not be appropriate for candidates who:~~
- ~~○ Do not feel comfortable with physical isolation from other employees.~~
- ~~○ Do not work well independently.~~
- ~~○ Cannot create an alternative worksite work space that is safe (for them, for College technology equipment, software and records) and free from distractions.~~
- ~~○ Feel they are "out of the loop" and overlooked when it comes to various workplace opportunities.~~

SCHEDULING

~~Telecommuting schedules should balance individual department needs for face-to-face meetings.~~

~~Office needs take precedence over telecommute days. A worker must forgo telecommuting if needed in the office on a regularly scheduled telecommute day or to attend a meeting.~~

HOURS OF WORK AND OVERTIME

~~All approved telecommuting schedules are discretionary and require supervisory approval. Supervisors **must** may approve any a telecommuting work schedule for a telecommuter as long as it is that is consistent with the policies and procedures of the College. Telecommuters should provide communication regarding activities, location and availability regularly. As with all college employees, compensation including applicable overtime must be authorized by supervisors.~~

~~Supervisors, in accordance with the policies and procedures of the College, must authorize overtime. Compensation will be authorized by supervisors according to personnel policy.~~

~~As with any work schedule, temporary telecommuting assignments or schedule changes may be made at supervisor's discretion to meet needs or to accommodate an employee's request. Telecommuting may not substitute or subsidize other non-work related activities.~~

~~If the College is should be officially closed, employees with telecommuting agreements employees (those telecommuting on either a full-time, part-time or occasional basis) will be compensated as follows:~~

- ~~• If an employee telecommutes on a day that their primary work location campus closes due to inclement weather (or other reason outside the College's control (does not including closures associated with under the Holidays and Breaks procedure)), the employee will either be required to work that day or take the appropriate vacation/personal day if they do not work. unless the reason for closure is due to the College having a connectivity or computer issue making them unable to work.~~
- ~~• For telecommuting employees, campus closure does not affect their requirement to work. Employees that work off-site or outside of the principal office do not~~

~~receive closure compensation, unless the reason for closure is due to the College having a connectivity or computer issue making them unable to work and they work full time.~~

- ~~Employees with a that receive the benefit of telecommuting agreement, do so with the understanding that they are responsible for the various technological connections which allow them to telecommute. If an employee that typically telecommutes cannot do so due to problems with their own connections (weather related or other), the employee will be required to use any accrued vacation/personal leave during the period while they cannot work to satisfy their normal workload shift. Telecommuting employees in this situation who can adjust and work at their primary work location will avoid taking required leave.~~

CONFIDENTIAL AND SENSITIVE INFORMATION

~~Telecommuters are expected to adhere to College rules, regulations, policies and procedures regarding security and confidentiality for the computer, its data and information, and any other information handled in the course of work. Employees must use IT access procedures established by the College.~~

MAINTENANCE, REPAIR, AND REPLACEMENT OF EQUIPMENT

The employee is responsible for maintaining and repairing employee owned telecommuting equipment at personal expense and on personal time. [The employee is also responsible for providing and maintaining high-speed Internet per FCC standards.](#)

The College is responsible for maintaining, repairing and replacing College owned technology equipment issued to telecommuters.

In the event of equipment malfunction, the telecommuter must notify the employee's supervisor immediately. If repairs will take some time, the department will find alternative means to continue the [employee's telecommuter's work](#) including asking the [employee telecommuter to report to their primary work location](#) ~~report to the main office~~ until the technology equipment is usable.

HEALTH AND SAFETY

~~Telecommuting employees are responsible for setting aside a space in their alternative worksite for work and ensuring that it is safe, and free of obstructions and hazardous materials. They must ensure that their alternative worksite complies with all building codes, health and safety requirements, and that it is free of hazardous materials. The College may verify that the alternative worksite office meets these requirements.~~

[If an employee with a telecommuting agreement](#) ~~telecommuter~~ incurs a work-related injury while telecommuting, worker's compensation law and rules apply. Employees must notify their supervisors and Human Resources immediately and complete all necessary ~~requested~~ documents regarding the injury.

TERMINATION OF PARTICIPATION

~~The option to implement telecommuting in a department is at the sole discretion of supervisor. A Either telecommuting agreement supervisor or the employee may be terminated a an employee's telecommuting arrangement for any reason, at any time.~~

- If an employee requests to terminate telecommuting, the supervisor will arrange for the

employee to begin working at the main office their primary work location as quickly as possible, but no later than 30 days after notification by the employee.

- ~~At their sole discretion, S~~Supervisors may terminate or modify an employee's telecommuting arrangement **and should provide an employee 30 days' notice to return to the primary work location.** ~~without notice, but ;however, as when possible a supervisor should provide an employee with as much advance notice as feasible.~~
- Failure by the telecommuter to maintain ~~an alternative worksite office~~ **a workspace** that is safe and free from distraction so as not to interfere with work is ~~, provides~~ cause for terminating an employee's telecommuting arrangement.
- Refusal to return to the primary work location after a telecommuting agreement is modified or terminated is grounds for disciplinary action, up to and including termination.
- ~~Supervisors determine whether telecommuting is appropriate, based upon work requirements.~~ **Employees** Those who previously had a telecommuting arrangement are not **guaranteed continuance** ~~assured~~ of a telecommuting assignment when returning from a leave of absence or after a job transfer.

PERIODIC PERFORMANCE REVIEW

Supervisors should meet regularly with their **employees on telecommuting agreements** ~~telecommuters~~ to review performance, including any issues related to the telecommuting arrangement. ~~As needed, A~~ documented summary of these meetings should be maintained by the supervisor. If ~~an~~ **an** employee's ~~telecommuter's~~ performance is found to be unsatisfactory and ~~(as documented on the a~~ Performance Improvement Plan), the employee's telecommuting arrangement may be terminated.

EMPLOYEE REIMBURSEMENT PROCEDURES

~~Responsibility for maintaining the telecommuter's alternative worksite equipment should be defined before the start of telecommuting.~~

~~Each D~~departments must arrange to pay for business expenses incurred by **employees on telecommuting agreements.** ~~telecommuters.~~ ~~A requisition form may be used for usual and ordinary college expenses.~~ Employees should retain copies of appropriate reimbursable bills, which are to be attached to the requisition form.

The College will not pay for the following ~~types of~~ expenses:

- Usage fees for privately owned computers and/or printers;
- Maintenance or repairs of privately owned equipment (technology or other);
- Utility costs associated with the use of the technology equipment ~~or occupation of~~ **at the telecommuting workspace.** ~~alternative worksite;~~
- Rental fees for the **telecommuting workspace.** ~~alternative worksite;~~
- Technology equipment, ~~software~~ and/or consumable office supplies, as these should be requisitioned through the **College.** ~~main office.~~
- Travel to the **primary work location.** ~~main office.~~

RENEWAL OF TELECOMMUTING AGREEMENTS

The **employee** ~~telecommuter~~ and supervisor must complete a new telecommuting agreement

annually each spring with a July 1 effective date. The telecommuter ~~employee~~ and supervisor must also complete a new telecommuting agreement whenever there is a major job change (such as a promotion), whenever the ~~employee telecommuter~~ or supervisor changes positions or whenever a new supervisor is hired. ~~The signed agreement should be given to the employee~~ The original telecommuting agreement is to be given to the employee, with copies made for the direct supervisor and Human Resources.

~~Telecommuting was selected because of the combination of job, employee characteristics, and supervisor characteristics. A change in any one of these may require a review of the telecommuting arrangement.~~

Contact(s): Director of Human Resources

Related Form(s): [Telecommuting Proposal](#); [Telecommuting Agreement](#); [Telecommuter's Checklist](#); [Telecommuting Alternative Worksite Safety Checklist](#); ~~Checklist for Telecommuters~~; and [Receipt of College Technology Equipment and Software](#); ~~Supervisor's Checklist for Telecommuters~~

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

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