

Employee Questions/Comments
2492-Telecommuting

Questions/Comments #1	
Questions/Comments	<p>Stephanie Joiner:</p> <p>Procedure:</p> <ul style="list-style-type: none"> • Technology equipment, software and/or consumable office supplies, as these should be requisitioned through the College. main office. <ul style="list-style-type: none"> ○ The Telecommuting Agreement has slightly different wording here. <p>Telecommuting Agreement:</p> <ul style="list-style-type: none"> • This agreement begins on _____ and to stay in effect must be renewed annually each spring with a July 1 effective date. <ul style="list-style-type: none"> ○ I may be reading this too literally, but I am not sure I understand the timeline this describes. When completed, the blank line is filled in with the current date – then each year it is reviewed before and renewed on July 1, regardless of the date the original agreement was made? • 5. The duties, obligations, responsibilities and conditions of the employee <ul style="list-style-type: none"> ○ employee's?
Overseer Response(s)	<p>Hi, Stephanie.</p> <p>We have removed the word software in the procedure to mimic the agreement. We have also, in the agreement, changed the word employee to employee's.</p> <p>All telecommuting agreements will renew on July 1st of every year, regardless of when the original was signed. HR sends an email out, around the first part of June, for a July 1 renewal date.</p>

Questions/Comments #2	
Questions/Comments	<p>Mary Doyle:</p> <p>I would like to comment on the following from the 2492-telecommuting document</p>

	<ul style="list-style-type: none"> ▪ Telecommuting may not be utilized to support personal situations such as family activities, day care for children, family member illness, etc.; employees are expected to take the appropriate vacation/sick/personal time for such occurrences. <p>I understand the need for strict guidelines surrounding telecommuting, but I do think that it should be an option between an employee and supervisor to work remotely in some situations as it allows for departmental productivity to continue. For example, an employee with a sick child that isn't requiring constant attention. The employee can easily be working answering emails and so forth while the child is watching TV. Or, an employee who had surgery and isn't able to come into the office but still capable to work remotely. For me, I had minor surgery and wasn't up to making it in to the office but was released to work from home and continue assisting students and those in my office. Specifically in our office, we advise a lot of online students whom normally only require email contact and students can easily be helped remotely. We have seen great success in our area when someone is working remotely and some in our department say that they are actually more productive in certain aspects when they are not in the office.</p> <p>Instead of not allowing this at all, I think it should be a case-by-case decision made by each department and could require some type of tracking on the employees part as to what they completed that day. If an employee is not able to consistently sit at their computer and work as they would in the office, then it would need to be a vacation/sick/personal day. I cannot speak to other departments, but I know in my area, this wouldn't be an issue.</p> <p>I believe, because technology is available and working remotely has been option, it would be doing a disservice to employees and the college to not allow telecommuting under any circumstance other than a consistent schedule. Having this option is one more thing that would make working here better then any where else in the area, allowance for flexibility and consideration for employee needs.</p> <p>Thank you for taking the comments, Jenna!</p>
Overseer Response(s)	<p>Hi, Mary.</p> <p>In this part of the procedure, that you are referring to, the word "time" has been placed there to be able to arrange the amount of time needed to use with your supervisor. Making it accommodating for those instances you are able to work, and also use the appropriate amount of personal, sick or vacation leave.</p>

Questions/Comments #3	
Questions/Comments	<p>Diane McReynolds:</p> <p>I'm sure it would be caught and I don't know how technical you get with these, but the very first line of the telecommuting agreement should have an "an" instead of an "a" before "agreement" since "voluntary" is being removed.</p> <p>Thanks and have a great day!</p>
Overseer Response(s)	No response, no longer employed.

Questions/Comments #4	
Questions/Comments	<p>Judy Jacobs:</p> <p>This was a discussion in our team the other day and ultimately our whole dept feels that same way. Our dept has utilized working from home on a case by case basis (not regularly scheduled) as we have needed to stay home ill or care for sick children. It was mentioned that not being allowed to work from home at all when a child is at home would be severely restrictive as a few of us have had to do so; especially in the case of COVID with quarantine periods, etc...</p>
Overseer Response(s)	<p>Hi, Judy.</p> <p>In this part of the procedure, that you are referring to, the word "time" has been placed there to be able to arrange the amount of time needed to use with your supervisor. Making it accommodating for those instances you are able to work, and also use the appropriate amount of personal, sick or vacation leave.</p>

Questions/Comments #5	
Questions/Comments	<p>Karen Kratzer:</p> <p>Comments regarding the Telecommuting proposal, primarily concerning this bullet:</p> <ul style="list-style-type: none"> ▪ Telecommuting may not be utilized to support personal situations such as family activities, day care for children, family member illness, etc.; employees are expected to take the appropriate vacation/sick/personal time for such occurrences. <p>I would like to propose the use of telecommuting for the above circumstances be allowed per supervisor permission. I understand</p>

	<p>the potential for abuse of this is a concern, however the Advisement center as part of Student services has greatly benefitted from the ability to work remote in maintaining productivity.</p> <p>Prior to COVID, the Advisement center was limited in handling responses to the Advisement hotline phone and email. However as with many departments, the switch to remote access showed us what was possible.</p> <p>While not all of the Advisement center advisors have the capability to work remote without college equipment, that option has been in discussion for the two newest advisors in the department.</p> <p>As with many departments on campus, the Advisement center handles a large number of email and phone inquiries via the hotline in addition to face to face traffic on campus and the ever-growing number of advisees we each have. Our department utilizes cross training such that no processes stop entirely when someone is gone, however the sheer numbers of persons we handle make it difficult to stay on top of things.</p> <p>When one of our advisors needs to be absent due to lack of day care, non-debilitating illness, etc and has the capability to work remote, they are able to check and respond or forward emails and voice mails as needed. This is especially helpful when time is of the essence as well as enabling them to maintain their productivity if the absence must be extended.</p> <p>Thank you Jenna,</p>
Overseer Response(s)	No response, retired.

Questions/Comments #6

<p>Questions/ Comments</p>	<p>Abby Kujath:</p> <p>Telecommuting Agreement:</p> <p>Telecommuting is a voluntary agreement between a supervisor and employee. the</p> <p>If voluntary is removed, the a will need to become an.</p> <p>18. The employee telecommuter understands that they are he or she is responsible for</p> <p>"She is" also needs a strike through.</p> <p>2492 – Telecommuting:</p> <ul style="list-style-type: none"> ▪ Consistent work schedule must be established and agreed upon by the direct supervisor. <p>I don't regularly work remote so I wouldn't have a "consistent" work schedule while telecommuting. Would this exclude me from being able to work from home when needed?</p> <ul style="list-style-type: none"> ▪ Telecommuting may not be utilized to support personal situations such as family activities, day care for children, family member illness, etc.; employees are expected to take the appropriate vacation/sick/personal time for such occurrences. <p>More recently, the only reasons I telecommute are personal reasons (we haven't had a work related reason for a few years now, but being on Fort Riley, it's always possible).</p> <ul style="list-style-type: none"> • If I have a technician/repairman coming to my house during my work hours, would that exclude me from being able to work while I'm home? • If I'm home with a sick child but her nap time is the same time as my meeting, would I not be allowed to join because of the above term? • Lastly, does this prevent me from working from home outside of work hours or on weekends because it is inconvenient to drive back on post to my office?
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Overseer Response(s)	<p>Hi, Abby.</p> <p>On the telecommuting agreement those errors, that you pointed out, have been fixed.</p> <p>As far as the consistent work schedule, we have edited the procedure to read:</p> <ul style="list-style-type: none"> • Supervisors are responsible for developing a consistent work schedule with those employees approved for telecommuting whether an employee telecommutes routinely or periodically. <p>Lastly, for the telecommuting may be utilized to support....:</p> <ul style="list-style-type: none"> • The word personal appointments has been added to the list. • In this part of the procedure, that you are referring to, the word “time” has been placed there to be able to arrange the amount of time needed to use with your supervisor. Making it accommodating for those instances you are able to work, and also use the appropriate amount of personal, sick or vacation leave. • The telecommuting agreement refers to normal working hours, not those hours outside of that. With the differences in hourly and salaried employees it would differ based on the need and/or situation that the employee would need to be working outside of normal working hours. These types of situations will need to be handled through your supervisor.
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<u>Questions/Comments #7</u>	
Questions/Comments	<p>Wendy Miller:</p> <p>Hello – I would like to suggest that telecommuting options be up to the supervisor’s discretion. I feel like COVID proved that we are able to work from home to be able to serve our students still. Thank you for the opportunity to comment on this.</p>
Overseer Response(s)	<p>Hi, Wendy.</p> <p>In this part of the procedure, that you are referring to, the word “time” has been placed there to be able to arrange the amount of time needed to use with your supervisor. Making it accommodating for those instances you are able to work, and also use the appropriate amount of personal, sick or vacation leave.</p>