

Employee Questions/Comments
2492-Alternative Work Location

<u>Questions/Comments #1</u>	
Questions/Comments	<p>Are there any special considerations for programs that are BOL or Online programs? Or is that what is to be determined as "eligible" under these criteria?</p> <p>POSITION ELIGIBILITY CRITERIA: The functions of the position are mostly information based. Minimal person-to-person contact is required to complete functional tasks. In general, the employee associated with the position works alone and does not rely on face-to-face interaction with other college personnel, students and/or members of the institution's constituencies.</p> <p>Karen Gunther</p>
Overseer Response(s)	<ul style="list-style-type: none"> • There are no eligibility requirements for BOL.

<u>Questions/Comments #2</u>	
Questions/Comments	<p>I found one spelling error. This policy and procedure is very good! I think it covers everything.</p> <ul style="list-style-type: none"> • Adjunct and temporary positions are not eligible <p>EMPLOYEE ELIBIBILITY CRITERIA</p> <ul style="list-style-type: none"> • Successful recorded service within the position for a minimum of one year (applicable to telecommuting.) • Demonstrates the ability to achieve work duties in an accurate and reliable manner; exhibits the capability to independently manage time, identify priorities and make decisions, and perform position functions with minimal supervision.
Overseer Response(s)	Thank you, Kristi! Corrected.

Questions/Comments #3

Questions/Comments

Hi Jenna, here are my questions:

2492 –ALTERNATIVE WORK LOCATION

1.

Telecommuting – an approved arrangement that allows for some work to be performed at an alternate work location. Approval is based on both position and employee eligibility criteria. Approval is required from the employee's direct supervisor, the supervisor's applicable Vice-President, the Director of Human Resources and the President.
1.

PROCESS FOR INITIATING AN ALTERNATE WORK LOCATION AGREEMENT

 - A request for an alternate work location assignment may be initiated by an employee or an employees' supervisor.
 - If the request for an alternate work location meets the position and employee eligibility criteria and is approved by the employee's direct supervisor, the supervisor's applicable Vice-President, the Director of Human Resources and the president, an "Alternative Work Location Agreement" is completed.
 - a. Should this read Approval is required from the employee's chain of command up to the applicable VP, the Director of HR, and the President.
 - b. I'm just thinking in my case, if one of my staff members requested it, we should skip Dean Teal by the way this is worded.
2.

Approved telecommuting arrangements must occur in a consistent scheduled format, must align with the primary work location's hours of operation, may not be consecutive work days, and may not exceed two work days in a typical work week. Additionally, employees with an approved telecommuting arrangement must be willing to forgo their alternate work location for a period of time should department or team coverage be required due to unplanned circumstances.

 - a. When I telecommute, I only do it as needed, maybe once or twice a month, or after hours if I'm unable to complete all my work in the office. This statement leads me to believe I no longer have that option available. I must have a regular telecommuting schedule, is that correct?
 - b. Most of the following questions really do hinge on the response to this question. I don't have a reason to telecommute on a regular basis, but I do have need for it to be available from time to time and when approved by my supervisor. Maybe I'm not supposed to do a telecommuting agreement and I just work it out with my supervisor when it's needed?

ALTERNATIVE WORK LOCATION REQUIREMENTS AND EXPECTATIONS

- Approved remote or telecommuting arrangements shall not be considered a back-up for personal situations linked to family activities, personal appointments, care for children or aging family members, family illness, etc. In the event an employee has an approved remote or telecommuting arrangement and finds themselves in a personal situation, they are required to submit leave (vacation, sick or personal) for the time during a standard work day they are unable to perform their assigned work functions. The college benefit of leave is intended for use whether an employee performs their duties at their primary work location or at an approved alternate work location.

3.

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14. The employee agrees to take the appropriate vacation/sick/personal time during telecommuting when engaged in family activities, when dependent care is not available, and/or when family members are ill and require care.

15. The employee agrees to make dependent care arrangements during telecommuting periods.

- a. Depending on the response I get for question 2a, I may not need to ask this question, but assuming I can continue to telecommute when needed and approved by my supervisor, if I am home with a sick child but able to attend a meeting while she is napping, can I claim my time spent in the meeting? Or do I need to claim leave for the entire day? Should I not attend the meeting even if I am able to?

- Technology equipment, software and consumable supplies will be provided to employees with an approved remote agreement; however, these resources will not be available to employees with an approved telecommuting arrangement. Remote employees will not receive college equipment, software and/or consumable supplies in excess of the minimum needed to complete the same work at a primary work location. The Information Services Department will determine the resources provided.

4.

- a. I have a Barton issued laptop. I was issued this laptop before I had a telecommuting agreement but I do also use it to telecommute. Will I need to return my laptop and purchase one myself, or was it issued to me because our campus is already a remote location and receiving IT assistance is not as easily available as it is at the GB Campus?

	<ul style="list-style-type: none"> • If the employee's primary work location closes due to inclement weather or for a reason beyond the College's control, the employee will be required to either work that day or take vacation/personal day leave. This requirement does not apply to closures associated with official college holidays and breaks. <p>5.</p> <p>a. Again, depending on the response to question 2a, I may not need an answer to this. Assuming I am still able to telecommute when needed and approved by my supervisor, is this stating that if I have an approved telecommuting agreement, regardless if I was planning to telecommute or not, I am expected to work at my alternative work location if the FR campus were to close due to inclement weather? If my kids are home also due to a snow day, am I still expected to work or take leave? I will not be able to claim closure time, correct?</p> <p>Alternative Work Location Agreement</p> <p>6. 1. The employee will work at the following home or alternative worksite location: <input type="text"/>.</p> <p>a. Is the blank space asking for an address?</p> <p>b. If traveling, not at home, will the employee still be able to telecommute? For example, if I'm visiting my husband's family in Seattle, but I have time to check my email or attend a meeting, is that allowed? Or is this scenario different than telecommuting?</p> <p>7. 7. The employee agrees to maintain a safe work environment, to report work-related injuries to the supervisor and the Office of Human Resources immediately, and to hold the College harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized College representative to inspect the alternative worksite office.</p> <p>a. Would this be via zoom or pictures? Or does Dean Teal need to come to my house?</p> <p>Abby Kujath</p>
Overseer Response(s)	<p>1. We are rewording the paragraph.</p> <p>2. The infrequency of the example provided is not the intent of the procedure.</p>

	<ol style="list-style-type: none"> 3. This sentence in the procedure is intended for this reason. "In the event an employee has an approved remote or telecommuting arrangement and finds themselves in a personal situation, they are required to submit leave (vacation, sick or personal) for the time during a standard work day they are unable to perform their assigned work functions." 4. No need to return the laptop. 5. If the Fort is closed and your child's school is closed, you will not have to use time. For employees on a regular remote or telecommuting schedule, and the Fort is closed that day, you are still required to work and would need to use time (vacation, sick, personal) as needed. "In the event an employee has an approved remote or telecommuting arrangement and finds themselves in a personal situation, they are required to submit leave (vacation, sick or personal) for the time during a standard work day they are unable to perform their assigned work functions." 6. A. Yes B. This example does not meet the intent of this procedure. 7. The college reserves the right to inspect a location at any time.
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<u>Questions/Comments #4</u>	
Questions/Comments	<p>Hello Jenna, I have several issues/questions related to the revision, here they are:</p> <ol style="list-style-type: none"> 1. Page 1, Telecommuting paragraph: "Approval is based on both position and employee eligibility criteria. Approval is required from the employee's direct supervisor, the supervisor's applicable Vice-President, the Director of Human Resources and the President." <p>And</p> <p>Page 3, PROCESS FOR INITIATING AN ALTERNATE WORK LOCATION AGREEMENT: "If the request for an alternate work location meets the position and employee eligibility criteria and is approved by the employee's direct supervisor, the supervisor's applicable Vice-President, the Director of Human Resources and the president" KT - President should be capitalized.</p> <p>KT. What is the approval process from the employee to the President, will an email chain to/through the positions listed here suffice as</p>

approval? Is there an appeal process for a denial? If not, I think it should be mentioned that there are no appeals to a denial.

2. Page 1, Telecommuting paragraph: “Approved telecommuting arrangements must occur in a consistent scheduled format, must align with the primary work location’s hours of operation, **may not be consecutive work days, and may not exceed two work days in a typical work week.**

KT. Depending on how the Military Location Academic and Technical Education faculty are categorized (see **below**), if they are categorized as telecommuting, an exception for them for the bolded section above would be needed as more than one of them are working consecutive and more than two days in a work week.

3. Page 1, POSITION ELIGIBILITY CRITERIA: “Adjunct and temporary positions are not eligible”

KT. The Fort Riley Academic and Fort Leavenworth Learning Services locations have several Adjunct Faculty that facilitate from a home office (both in KS and out of state). Additionally, one of the perks to keep the current and attract new faculty to facilitate our evening (College Program) classes in 2024 is the option to facilitate from their home office. They could be facilitating in a Barton classroom during the daytime and from a home office in the evening on the same day or via a modification of both locations. **What category will these adjunct faculty fall into** (Remote, Telecommuting, other?) and will we be able to continue operating in the same manner we currently are?

4. Page 1, EMPLOYEE ELIBIBILITY CRITERIA: “Successful recorded service within the position for a minimum of one year (applicable to telecommuting.)”

KT. At both the Fort Riley Academic and Fort Leavenworth Learning Services locations, we have difficulty in attracting qualified adjunct faculty that live within a reasonable driving distance to our location. This problem leaves us many times with the only option to interview/hire adjunct faculty that will not meet the one-year minimum requirement. I

	<p>request/recommend that an exemption to this requirement for Military Location Academic and Technical Education locations be annotated.</p> <p>Kurt Teal</p>
Overseer Response(s)	<ol style="list-style-type: none"> 1. HR is working on the approval process steps and there will not be an appeals process. 2. This procedure doesn't apply to adjunct. 3. This procedure doesn't apply to adjunct. 4. This procedure doesn't apply to adjunct.

<u>Questions/Comments #5</u>	
Questions/Comments	<p>My first question is how does the policy affect our adjunct faculty here at Fort Leavenworth and Fort Riley? We both have adjunct faculty that do not teach from our buildings. Some are local with day jobs but teach for our LSEC and Fort Riley has several adjuncts that live in different states.</p> <p>With the policy specifically saying that adjuncts do not qualify for either remote or telecommunicating will our adjuncts be classified differently for us to continue doing what we do?</p> <p>Also, as you know we work remotely off and on here so how will that affect that routine when we are told by our Army leadership to not work in the building?</p> <p>In some policies, I have seen the disclaimer about the FL, FR, and GVP that indicates that we work with the Army counterparts, and we follow their policy for our locations. Will that be added to this policy?</p> <p>Under the telecommuting description, it outlines that telecommuting days worked cannot be consecutive workdays and no more than two days in a</p>

	<p>week. Is this dependent on the reason for telecommuting? For us, if we are telecommunicating it is usually for consecutive days.</p> <p>Does the change of command not include the applicable Dean in addition to the direct supervisor, applicable VP, Director of HR, and President?</p> <p>Once a request for the remote or telecommuting document has been submitted, what is the timing of the document being approved?</p> <p>Erika Jenkins-Moss</p>
Overseer Response(s)	<ol style="list-style-type: none"> 1. This procedure doesn't apply to adjunct. 2. No. 3. You would do what is recommended from the army. 4. No. 5. It is not dependent. 6. We are updating the wording in this paragraph. 7. Timing is dependent on the supervisor.

<u>Questions/Comments #6</u>	
Questions/Comments	<p>I have a question regarding the statement below from the policy:</p> <p style="background-color: yellow;">Approved telecommuting arrangements must occur in a consistent scheduled format, must align with the primary work location's hours of operation...</p> <p>Does this mean an approved employee is not allowed to work outside of hours of operation? For example, if our hours of operation is 0730-1630, the employee may not be able to work before or after this time frame. Is that correct?</p> <p>My Le</p>
Overseer Response(s)	<ul style="list-style-type: none"> • Yes, that is correct.

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