

Saint Joseph's College

Policy Guidebook

Human Resources
Section Name: Work Rules
Section Number: 5.14
Effective Date: 1/1/2020

SUBJECT: Telecommuting

Purpose:

Telecommuting is a work arrangement in which some or all work is performed at an off-campus work site such as the home or in office space near home. The purpose of this policy is to define the telecommuting program and the guidelines and rules under which it will operate.

Applicable to:

Exempt positions with Departmental authorization.

Policy:

Telecommuting entails a work-at-home arrangement or a remote-access arrangement for at least part of the workweek on a regular basis. In general, telecommuting is a privilege, which may be granted under appropriate circumstances, and each request to telecommute will be decided on an individual basis.

Initiation of a telecommuting arrangement can be at the request of either the College or the employee. Permission to engage in telecommuting is at the discretion of the divisional Vice President in which the employee is employed.

Telecommuting is not intended to permit employees to have time to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements, both qualitative and quantitative, because of other employment, may be cause for disciplinary action or termination of employment.

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the College at any time and for any reason. In addition, an employee may discontinue participation in telecommuting at any time.

Equipment and services may be provided by and paid for by the employee's department at the department's sole discretion. In many cases, employees will be expected to provide their own equipment, such as computers and telephone lines, if they wish to telecommute. Equipment such as computers, printers, software, and services such as fax lines provided on loan by the College remain the property of the College while on loan, and must be returned upon termination of the telecommuting arrangement. If College equipment is provided, each piece of equipment must be listed with its serial number when the employee takes possession. Employees must return the

equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are personally liable for missing or damaged equipment.

The College assumes no liability for injuries occurring in the employee's home workspace outside of work hours. Employees should note that some homeowner policies do not automatically cover injuries arising out of, or relating to, the business use of the home. For the employee's protection, employees should have their homeowners/tenants liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home. Employees who live in rented property should be aware that their lease may not permit business use of the premises.

The following guidelines apply to telecommuting arrangements:

- A specific work schedule, including work days and hours, must be agreed upon in advance.
- Employees must come on-site as necessary to attend meetings, training sessions, or similar events or occurrences.
- Employees must maintain a normal workload.
- Employees who are unable to work due to illness must report their absence to their supervisor.
- Employees who wish to be relieved of responsibility for work on a particular day or days must use Earned Time.
- Employees are responsible for the safety and security of all College property and proprietary information.
- College property such as computers, printers, fax machines and other equipment loaned to an employee is the employee's responsibility while it is not on College premises. It is the employee's responsibility to make sure that their homeowners or renters insurance covers injury arising out of or relating to business use of the home.

Procedure:

Employees who wish to telecommute must first discuss the request with their immediate supervisor, who must support the request. The immediate supervisor will notify Human Resources and the department head for approval. If approval is granted, the request will be forwarded to the divisional Vice President.

Once approval is obtained from all relevant parties (Supervisor, Human Resources and divisional VP/AVP), Human Resources will provide an agreement outlining the specific details and length of the telecommuting opportunity for signature. This signed agreement will be returned to the Human Resources Department for tracking and will be placed in the employee's personnel file. All agreements will be reviewed every 6 months, if a shorter time period is not specified.