



PERSONNEL POLICIES — SECTION 300

NUMBER: **318**

SUBJECT: TELECOMMUTING POLICY AND PROCEDURE

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318.1 — PURPOSE

To provide guidance to Mountainland Technical College employees regarding telecommuting at the College.

318.2— DEFINITIONS

- 2.1 **Telecommuting** is a flexible work arrangement that allows an employee to work at home for part, or all of, their regular work schedule.
- 2.2 **Telecommuter** is an employee of the College who has been approved for an alternative work arrangement, away from College campuses.

318.3— POLICY

- 3.1 **The mission statement of Mountainland Technical College is:** *“To enhance the employability of individuals through market-driven career and technical education.”* In order to accomplish the mission statement of the College, every decision related to telecommuting will be considered on a case-by-case basis. Telecommuting is not appropriate for all employees and jobs. It is also not necessarily appropriate for all employees in the same or similar jobs.
- 3.2 Telecommuting is neither a universal employee right nor a universal employee benefit.
- 3.3 Initial telecommuting arrangements must be mutually agreed to by the employee, the employee’s immediate supervisor and the related director and Vice-President. After the initial agreement it is the responsibility of the employee’s supervisor and department director to monitor the situation and determine whether it makes sense for the telecommuter to continue working from home. This arrangement can be discontinued by the College at any time.
- 3.4 The unique needs of each department will be considered in every decision related to telecommuting.
- 3.5 Telecommuting may also be used as an option based on the specific needs of the College, the employee, or under special circumstances such as a pandemic or natural disaster.

- 3.6 Supervisors have the responsibility to develop a means of evaluating employee hours worked and work performance and holding the telecommuter accountable for the continuity of work, communication requirements, deadlines met, and the quality of work expected.
- 3.7 Telecommuters are solely responsible for any additional income tax liability that may arise from work performed remotely.

318.4— PROCEDURE

4.1 Guidelines and Responsibilities

- 4.1.1 Telecommuting may be approved on a time-limited basis and exceptions may be required to meet department needs.
- 4.1.2 A telecommuting agreement form is required, with approval signatures from the telecommuter, their supervisor, director of their department, and the related vice-president.
- 4.1.3 It is also recommended that supervisors and department directors review telecommuting arrangements at least monthly, to determine whether or not the arrangement should continue forward.
- 4.1.4 The telecommuter and their supervisor are responsible for maintaining effective communication and workflow with their department and supervisor. The frequency of communication requirements should be determined at the onset of the arrangement.

4.2 Work Space

- 4.2.1 The telecommuter is responsible for establishing and maintaining an adequate and safe work environment.
- 4.2.2 The telecommuter is responsible for establishing a work environment free of interruptions and distractions that would affect performance.
- 4.2.3 Telecommuters should not provide primary care during agreed upon telecommuting hours for children or elders (dependents) who would otherwise require a provider's care.
- 4.2.4 Telecommuters will be covered by Workers Compensation Insurance only for injuries that are work related and incurred during both the performance of the employee's normal scope of job duties, and during work hours.
- 4.2.5 Telecommuters who believe they need accommodation due to a medical impairment should contact the Director of Human Resources for information.

4.3 Hours of Work

- 4.3.1 The telecommuter and his/her supervisor will agree on the employee's work schedule. Including number of days per week, hours expected each week, and the manner and frequency of communication.
- 4.3.2 The telecommuter should agree to be accessible by phone or electronically within a reasonable time period during the agreed upon work schedule.
- 4.3.3 The telecommuter is responsible for recording hours worked, vacation time, sick or other leave as the employee would do when on campus.
- 4.3.4 Time at home or elsewhere spent in activities other than work must not be submitted as work-time.

- 4.3.5 Department supervisors are required to consult with the Director of Human Resources before considering telecommuting arrangements for an employee currently on leave. Employees on continuous leave will be prohibited from telecommuting.

4.4 Computer Equipment and Other Work Resources

- 4.4.1 Telecommuters are generally required to provide their own computer equipment, software and peripherals. An employee who uses their own personal equipment for telecommuting acknowledges and releases the College from any and all liability.
- 4.4.2 When longer term arrangements are made for telecommuting, College equipment may be assigned to the telecommuter to utilize from home, as approved by the supervisor. If equipment belonging to the College is used, the employee must exercise reasonable care for the equipment. The employee may be held liable for damage caused by negligence. The equipment should not be used for personal purposes beyond the incidental personal use it might receive if in the office.
- 4.4.3 All computer and electronic equipment use should comply with agreed to information technology policies, the policies remain just as they would if the work was performed at the campus.
- 4.4.4 No protected or otherwise confidential information should be kept on personal electronic equipment.
- 4.4.5 Generally, expenses relating to internet access are not reimbursed. ANY business expenses that arise must be approved BEFORE they are incurred. Proper documentation and supervisor approval will be required.