MOUNTAINLAND TECHNICAL COLLEGE

POLICY

TELECOMMUTING POLICY

PERSONNEL | 300.318

Last Evaluation

01/09/2026

Executive Staff Approval

01/12/2026

Board Approval

01/21/2026

1. Policy Purpose

This policy and its associated procedure establish all college regulations relating to telecommuting.

2. Definitions

Continuous Leave - An approved leave of absence during which an employee is fully relieved of all work duties and responsibilities for an uninterrupted period of time. Continuous leave is considered a non-work status, and employees may not perform any job-related duties while on continuous leave.

Employee - A person whose salary, wages, pay or compensation is paid from college-managed funds provided by the State of Utah.

Exigent Circumstance(s) - Situations that require swift or immediate action.

Supervisor - An individual employed by the college who has hiring authority and who has a position that directly supervises an employee of the college.

Telecommuting – A flexible work arrangement allowing an employee to work at home for part, or all of, their regular work schedule.

Telecommuter – An employee approved for an alternative work arrangement by way of telecommuting.

3. Policy

3.1 Telecommuting is not a universal employee right nor employee benefit.

3.2 Telecommuting is not appropriate for all and/or similar positions within the college, and as such, will be considered on a case-by-case basis with consideration of the unique needs of each department, the College, employee, and exigent circumstances (i.e. pandemic, natural disasters, etc.).

3.3 Telecommuting may be approved on a time-limited basis.

3.4 Telecommuting arrangements must be mutually agreed upon by the employee, the employee's direct supervisor, director, supervising Associate Vice President (AVP), and AVP of Human Resources (HR).

3.5 A telecommuting agreement form is required for all semi-permanent/permanent telecommuters where a consistent telecommuting schedule exists.

3.6 Telecommuting agreement forms must be reviewed every six months by the supervisor and department director to determine if the arrangement should continue in effect.

3.6.1 Supervisors must consult with the AVP of Human Resources (HR) before considering telecommuting arrangements for an employee currently on leave as outlined in MTECH 300.346 *Leave Policy and Procedure*.

3.6.1.1 Employees on continuous leave are not eligible to telecommute.

3.6.2 It is the responsibility of the employee's supervisor to monitor, evaluate, and establish expectations relating to work performance, hours worked, continuity of work, communication, deadlines, and quality of work.

3.6.3 The telecommuter and their supervisor are responsible for maintaining effective communication and workflow with their department and supervisor.

3.6.3.1 The telecommuter should agree to be accessible by phone or electronically within a reasonable time period during the agreed upon work schedule.

3.6.4 Telecommuters should not provide primary care during agreed upon telecommuting hours for dependents who would otherwise require care.

3.6.5 Telecommuters are only covered by Workers Compensation Insurance 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.

3.6.6 Time at home or elsewhere spent in activities other than work must not be submitted as work-time.

3.6.7 An employee who uses their own personal equipment for telecommuting acknowledges and releases the College from any and all liability.

3.7 Telecommuters are solely responsible for any additional income tax liability that may arise from work performed remotely.

3.8 No protected or otherwise confidential information can be kept on personal electronic equipment.

3.9 Telecommuting arrangements may be discontinued by the College at any time.

4. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval
06/11/2020	06/15/2020	08/19/2020
01/09/2026	01/12/2026	1/21/2026