



## PROCEDURE

Policy Name:	Teleworking
Policy Number:	4600
Applicable Code/Law:	WAC 468-63, EO 14-02, RCW 70.94.551

### Definitions:

*Designated Remote-Positions:* An HR-approved position designated to perform all duties assigned to the role remotely with no regular expectation for on-campus work.

*Employee-Requested Telework:* An HR-approved work arrangement made at the employee's request in which some or all of the work assigned is performed at an off-campus work site, such as the home or in another workspace.

### Procedural Guidelines

The Office of Human Resources (HR) shall maintain responsibility for the approval and designation of employee telework and/or remote-position designation.

## 1. Telework/Remote-Position Schedules

The following categories of schedule are available.

- a. Ad hoc Telework: Arrangements are approved on a case-by-case basis, infrequent, and not regularly scheduled or repeated on an ongoing or weekly basis. Approval for ad hoc telework is granted at the discretion of the supervisor.
- b. Hybrid Telework: Arrangements are a combination of ongoing, regular telework and reporting onsite. Requests for hybrid telework will be reviewed for approval by HR, in conjunction with supervisor recommendations.
- c. Full-Time Telework: Employee works fully remotely, and their remote work location is their "official duty station." Requests for fully remote telework will be reviewed for approval by HR, in conjunction with supervisor recommendations.

## 2. Request Process

This procedure applies to administrative/exempt and classified staff members. The determination of approval for employee-requested telework or remote-position designation lies with HR. Not all positions are suitable for telework/remote designation which means not all requests may be approved by HR.

- a. The completed "Telework/Remote Position Request Form" is submitted to [hr@shoreline.edu](mailto:hr@shoreline.edu).
  - i. Supervisors (in conjunction with the employee) will determine the feasibility of any employee-requested telework or remote position authorization prior to submission for HR's review/determination of approval.

- b. In conjunction with the position supervisor and/or ET member, HR will review the telework request in mind with the following consideration:
  - i. Whether all work assigned to the position can be completed remotely.
  - ii. Whether it serves the best interests of the College and unit.
  - iii. The technology/equipment/applications necessary for telework.
  - iv. What work standards with identifiable measures of productivity, quantity, and quality of expected work products will be used to determine success in the telework modality.
  - v. How the loss of in-person activities with campus will be addressed.

### **3. Teleworking Requirements**

- a. The employee's work schedule will be documented in the Telework Agreement form.
- b. Employee job responsibilities will not change due to teleworking.
  - i. Professionalism in terms of job responsibilities, work output, and customer orientation will continue to follow the standards set by the College.
- c. The amount of time an employee is expected to work will not change due to teleworking.
  - i. The employee will remain accessible as defined by the position supervisor during designated work hours.
- d. Employees must continue to comply with all College-policies/procedures during telework.
- e. Except for those employees in designated remote-positions, all other employee approved for telework may be required to report to work in-person with at least five (5) business days' advance notice provided.
  - i. Travel reimbursement will be provided for eligible costs in alignment with OFM guidelines for required on-campus work during a period of regularly scheduled telework.

### **4. Computers, Software, and Equipment**

In most cases, teleworking will require a designated remote workspace, a computer, internet access, and a telephone line. If authorized for telework work, employees will need to provide their own workspace and internet access, noting the College will provide all technical equipment and support for approved telework needs. The College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each teleworking arrangement:

- a. The employee will use all College-owned property for official College business only.
- b. Employees are liable for any intentional damage to loaned equipment.
- c. The contents of any personal devices used to conduct official College business remain subject to the Washington State Public Records Act and any other applicable regulations.
- d. Employees must follow College directions to ensure necessary precautions to keep information confidential and prevent unauthorized access to systems.

### **5. Injury Compensation**

The College shall provide worker's compensation and liability protection as obligated by State statutes for the employee while in the course of employment within the agreed-upon location and defined work schedule. The College assumes no responsibility for any activity, damages, or injury, which is not directly associated or resulting from the official job duties for which the College has no ability to exercise control.