

TELEWORKING

POLICY

Purpose:

Teleworking is a voluntary, alternative work arrangement available for Shoreline Community College administrative and classified employees. This usually means working at home from one-three times a week on an on-going basis. Teleworking can also be more informal, such as periodically working from home for a short-term project or on the road during business travel. Other informal, short-term arrangements may be made for employees on family or medical leave, to the extent practical for the employee and the organization, and with the consent of the employee's health care provider, if appropriate.

Teleworking does not change the basic terms, expectations, and conditions of employment with the College. It is a work alternative, rather than a reward, and intended to enhance productivity, creativity, employee satisfaction and/or reduce operating costs. The Designated Alternative Work Site agreement may not be permanent and may be modified or terminated if it is determined that College and/or employee needs are not being met. All teleworking arrangements are made on a case-by-case basis, focusing on the business needs of the College's operations and the College's mission and goals.

The Teleworking program may be discontinued at the sole discretion of the College at any time.

Benefits/Advantages of Teleworking:

Teleworking has the potential to benefit the College, the employee, and the environment.

1. College

Potential benefits to the College are increased employee productivity, decreased absenteeism, and enhanced employee recruitment and retention through increased job satisfaction and employee morale. Teleworking also provides a better ability to serve specialized labor pools, such as employees with disabilities or special accommodation needs. Alternative work locations can also free up parking and office space. This program will additionally help the College meet Commute Trip Reduction goals.

2. Employees

Potential benefits to employees are increased flexibility in balancing work and home needs, reducing commuting time and costs, and the creation of optimum working environments.

3. Environment

Potential benefits to the environment are reduced pollution and fewer demands on our already overburdened transportation systems by reducing traffic congestion, fuel consumption, air and noise pollution.

Approved by:
Board of Trustees4/23/03

Done in Open Meeting by the Board this 23rd day of April, 2003

Board of Trustees

Shoreline Community College

By: /s/Edith Loyer Nelson
Chair of the Board

PROCEDURAL GUIDELINES**A. Teleworking Regulation Implementation, Monitoring and Assessment**

The Vice President for Human Resources/Employee Relations or his/her designee shall have the responsibility for implementing and monitoring the *Teleworking Regulation* and shall have general program oversight responsibilities. The Vice President for Human Resources/Employee Relations must approve the initial Telework Agreement for any participating employee. Once the initial agreement has been signed, any change in the approved job assignment, location or defined work schedule must be reviewed and approved by the supervisor in advance with a copy sent to the Vice President for Human Resources/Employee Relations.

B. Eligibility for Teleworking Participation

In some instances, a position may be hired specifically as a teleworking position. Otherwise, either a permanent employee who has successfully completed the probationary period or a supervisor can suggest teleworking as a possible work arrangement. However, job function, customer service, supervisory duties, and other job-related considerations will be reviewed on a case-by-case basis when evaluating and approving the request. Successful teleworking recognizes that not all positions or individuals are suitable for teleworking. Approval for a probationary employee to telework will be made based on individual circumstances.

1. Positions Suitable for Teleworking

Criteria for suitability of positions for teleworking will depend upon a combination of the nature of tasks and the technology required for carrying out required tasks. The following position criteria to be reviewed include, but are not limited to:

- Does not require daily face-to-face interactions, supervision or supervisory duties.
- Ability to meet client and co-worker needs when teleworking.
- Results-oriented work performance with an identifiable measure of productivity, quantity and quality of expected work products, i.e., specific tasks to be completed, specific quantity of work to be completed, or regular deadlines to be met.
- Need for specialized equipment must be either minimal or flexible.

2. Employee Selection Guidelines

In addition to performing a job with tangible productivity markers, employees must be suitable for teleworking. Characteristics to look for include, but are not limited to:

- Non-probationary status (exceptions on a case-by-case basis).
- Demonstration of good time management and communication skills.
- A solid history of successfully functioning independently of supervision (i.e. meeting quality and productivity expectations — all tasks completed accurately; regular deadlines met).

- Self-motivated and flexible.
- History of dependability, including no tardiness or unapproved absences for the previous six months.
- Satisfactory or better performance reviews.
- Demonstrated proficiency with computer hardware and software.

3. Other Requirements

- Employee interest as evidenced by completing a Telework Application to be a teleworker and a Designated Alternative Work Site Checklist.
- Employee's willingness to sign and abide by an Alternative Work Location Agreement.
- Supervisor's approval and willingness to invest the necessary time to help the teleworking arrangement succeed.
- Approval by Vice President for Human Resources/Employee Relations.

C. Work Schedule and Overtime

The employee's official work schedule will be mutually agreed upon by the supervisor and the employee and documented in the Telework Application. When a flexible work schedule is assigned, core hours will be required during regular college business hours (8:00 a.m. through 5:00 p.m., with a lunch break between noon and 1:00 p.m.). Any overtime worked by employees who are not exempt from the overtime requirements of the Fair Labor Standards Act must have advance approval by the supervisor. Failure to comply with this requirement can result in the immediate termination of the Teleworking Agreement.

The teleworking employee may be expected to return to work at the primary worksite when requested or necessary.

D. Job Responsibilities

Employee job responsibilities will not change due to teleworking. Professionalism in terms of job responsibilities, work output, and customer orientation will continue to follow the standards set by the College. The amount of time an employee is expected to work will not change due to teleworking.

At no time during the duration of the teleworking agreement shall an employee have the primary responsibility for childcare or care of a dependent adult that is not ordinarily part of the employee's job.

E. Designated Alternative Work Site

The employee's traditional on-campus work site will remain the employee's officially designated location. The designated alternative work site is generally a defined workspace in the employee's home that should be maintained by the employee in a clean, professional, and safe condition. As liability may extend to accidents which could occur in the alternative work location, the College retains the right to make on-site inspections of this work area with a minimum of 24 hours notice to ensure that safe work conditions exist. Employee tax implications related to alternative work locations are the responsibility of the employee.

F. Computers, Software and Equipment

In most cases, teleworking will require a computer and telephone line for remote access. Individuals choosing to telework will be required to supply and maintain most necessary equipment. The College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, etc.) for each teleworking arrangement on a case-by-case basis.

1. Employee Supplied

In most instances employees will supply the necessary equipment for teleworking. The employee will maintain equipment supplied by the employee. The College accepts no responsibility for depreciation or upgrading of the employee's personal equipment. The College accepts no responsibility for damage or repairs to the employee's personal equipment. The employee will assume responsibility for establishing and configuring ergonomic equipment and work environment. The employee will provide virus protection software on the home computer.

2. College Supplied

If the College agrees to supply equipment for teleworking, the College will maintain that equipment. Employees will be required to return equipment to the College for repair. Some software installations may be done by the employee at home. Equipment supplied by the College is to be used for business purposes only, due to State Ethics standards. Equipment supplied by the College must be documented in the Telework Agreement and must be returned to the College upon termination of the Telework Agreement or termination from the College's employment. The employee is responsible for the proper use of College-owned equipment and supplies, including terms of Policy 4126, titled "Faculty and Staff Acceptable Use Policy for Information Technology Resources" and software licensing. Further, the employee assumes responsibility for the loss of College-provided equipment and damage that results from negligent use or handling. The College will provide software to ensure remote access to e-mail.

G. Supplies

The College will supply the employee with appropriate office supplies (pens, paper, etc.) for the successful completion of job responsibilities. Phone Scan Cards will be issued for long-distance business calls consistent with College policy. Other employee expenses not specifically covered in this regulation will be dealt with on a case-by-case basis between the employee and his/her supervisor.

H. 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.

I. Liability

The College assumes no responsibility for the employee’s personal property. Worker’s compensation liability will be limited to the scheduled work hours and the workspace and will not include all areas of the alternate worksite.

J. Application Process

Employees desiring to participate in the Teleworking Program must complete, sign, and date the *Teleworking Application* (Exhibit A) and the *Designated Alternative Work Site Checklist* (Exhibit B). If the Vice President for Human Resources/Employee Relations concurs, a Teleworking Agreement will be prepared and signed by all parties and a trial period will commence. An approved Agreement must be on file prior to beginning the telework assignment.

K. Trial Period

The Supervisor will evaluate the effectiveness of the telework arrangement, in writing, during an initial three (3) month trial period before continuing the arrangement. The College may terminate the alternative work arrangement, at its sole discretion, at any time. Employees wishing to terminate or change the alternative work assignment must provide a written request and obtain approval of the supervisor. All changes must be documented, signed by the supervisor and employee, and forwarded to the employee’s personnel file.

Approved by:
President’s Executive Staff3/10/03

Information and Application Form: Further details and the Teleworking Application are available from the Office of Human Resources.