



PROCEDURE

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

Definitions:

Telework: A College-approved work arrangement in which some or all of the work assigned is performed at an off-campus work site such as the home or in other office space.

Procedural Guidelines

This procedure applies to all administrative and classified staff. The Office of Human Resources shall maintain responsibility for the telework program. Supervisors must determine the feasibility of the proposed telework arrangement, work in conjunction with the employee to come up with a teleworking plan, and submit the teleworking agreement form to the Office of Human Resources for final approval. Not all work situations are suitable for teleworking and not all proposals will be approved. Unless otherwise noted, the telework agreement is valid for one year and eligible for extension thereafter. Telecommuting agreements may be terminated by the College at any time with a minimum of three days' notice.

1. Eligibility for Teleworking Requests

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 position 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 by HR when evaluating and approving the request. Approval for a probationary employee to telework may be considered when exceptional circumstances apply.

2. Criteria for Teleworking Positions

Position criteria to be reviewed for telework requests includes, but is not limited to:

- a. Does not require daily face-to-face interactions, supervision or supervisory duties.
- b. Ability to meet client and co-worker needs when teleworking.
- c. Results-oriented work performance with an identifiable measure of productivity, quantity and quality of expected work products, such as specific tasks to be completed, specific quantity of work to be completed, or regular deadlines to be met.

3. Job Responsibilities

- a. The employee's work schedule will be documented in the Telework Agreement form.
- b. Employee job responsibilities will not change due to teleworking.

- a. Professionalism in terms of job responsibilities, work output, and customer orientation will continue to follow the standards set by the College.
- b. The amount of time an employee is expected to work will not change due to teleworking.
- c. The employee will remain accessible as defined by the position supervisor during designated work hours.
 - a. The supervisor retains the right to modify the agreement on a temporary basis as a result of operational necessity.
 - b. Employees may be required to report to work on a telecommuting day if required by the supervisor.

4. Computers, Software and Equipment

In most cases, teleworking will require a computer, internet access, and a telephone line. 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 for each teleworking arrangement.

a. Employee Supplied Equipment

- a. In most instances, employees will supply the necessary equipment for teleworking.
- b. The College accepts no responsibility for depreciation, upgrading, damage or repairs to the employee's personal equipment.
- c. The employee is responsible for ergonomic equipment and the work environment.
- d. The employee will provide virus protection software when using a personal computer.

b. College Supplied Equipment

- a. The employee will use College-owned property for official College business only.
- b. Employees are liable for any intentional damage to loaned equipment and all costs related to the preparation or use of the alternate worksite.
- c. The contents of any personal computers used to conduct official College business remain subject to the Washington State Public Records Act and any other applicable regulations.
- d. Employees will take necessary precautions to keep College information confidential and prevent unauthorized access to College systems from their alternate worksite.

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.