

## 4.11 Telecommuting Policy

### PURPOSE

The following policy has been developed to provide direction and guidance to Central Lakes College administrators, supervisors, and employees in the use of telecommuting.

### TELECOMMUTING

- Telecommuting is a management tool which allows employees to regularly work at home or at an alternate non-traditional work site instead of traveling to a central work location.
- The ultimate goal of telecommuting is to enhance the delivery of services.
- Telecommuting is a long-term work arrangement.
- The use of telecommuting provides flexibility to better meet customer needs and business goals.

### CONDITIONS OF TELECOMMUTING

- Telecommuting is a privilege, not an entitlement.
- Telecommuting is voluntary and may be terminated at any time by Central Lakes College or the employee with or without cause.
- The telecommuter must comply with all state laws and policies of Central Lakes College. Failure to comply may result in the loss of telecommuting privileges and/or disciplinary action.
- Duties, obligations, responsibilities and conditions of employment with Central Lakes College remain unchanged. Eligibility for salary, retirement benefits, and state sponsored insurance coverage remain unchanged.
- Provisions of collective bargaining agreements and personnel plans remain in effect.
- Request for sick and vacation leave will be processed according to the Collective Bargaining Agreement. Vacation leave will be pre-approved in writing by the supervisor. The employee will be responsible for timely notification to the supervisor if sick leave is being requested.
- Telecommuting arrangements must comply with State and Federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for exempt and non-exempt employees.
- Telecommuting is not a substitute for dependent care or elder care. Telecommuters with preschool children shall make arrangements for appropriate childcare during regular scheduled work hours.
- Telecommuting must not result in additional work for other staff.
- Telecommuters may not receive any advantage or disadvantage for purposes of position upgrade and/or promotion as a result of telecommuting.
- Telecommuters must be available by telephone and/or email (as appropriate based on the employee's work assignment) during agreed upon work hours. This may require a second phone line if computer equipment is on-line during a major portion of the work day.
- Telecommuters must notify the assigned office staff if they leave their telecommuting location during regular working hours.
- Telecommuters and their supervisors will participate in periodic reviews to evaluate the effectiveness of the procedure.

## SELECTION CRITERIA


Supervisors will assess each request on a case-by-case basis. Factors to consider include, but are not limited to the following:

- Needs of the work unit
- Employee's personal situation
- Need for adequate supervision of employee  Employee's current and past job performance
- Effects on customer service
- Positive/negative effects on the work unit or division
- Availability of equipment and appropriate work space
- Anticipated additional costs, if any
- Ability to measure the work performed
- Level of work skills, i.e., time management, organizational skills, self-motivation, and ability to work independently Seniority will not be a factor in approving or denying employee requests to telecommute.

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