

4.14 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 that allows employees to regularly work from home or at an alternative, non-traditional work site, rather than traveling to a central work location.
- The ultimate goal of telecommuting is to improve service delivery.
- Telecommuting is a long-term work arrangement.
- The use of telecommuting offers flexibility, enabling businesses to meet customer needs better and achieve their 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 Central Lakes College policies. 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 remains unchanged.
- Provisions of collective bargaining agreements and personnel plans remain in effect.
- Requests for sick and vacation leave will be processed in accordance with the Collective Bargaining Agreement. Vacation leave will be pre-approved in writing by the supervisor. The employee will be responsible for notifying the supervisor in a timely manner if sick leave is 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 governs overtime pay for exempt and non-exempt employees.
- Telecommuting is not a substitute for dependent care or elder care. Telecommuters with preschool children must make arrangements for suitable childcare during regular 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 the computer equipment is online for a significant portion of the workday.
- 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 employees
- Employee's current and past job performance
- Effects on customer service
- Positive/negative impact on the work unit or division
- Availability of equipment and appropriate workspace
- Anticipated additional costs, if any
- Ability to measure the work performed
- Level of work skills, including time management, organizational skills, self-motivation, and the ability to work independently, will be considered. Seniority will not be a factor in approving or denying employee requests to telecommute.

Date of Implementation/Presidential Approval: 05/03/2009

Date of last review: 7/31/2025