

4.14.1 Telecommuting Procedures

PURPOSE

The following procedures have been developed to provide direction and guidelines to Central Lakes College administrators, supervisors, and employees in the use of telecommuting. The procedures are to be used in conjunction with the Central Lakes College Telecommuting Policy.

PROCEDURES

- The employee will complete a Telecommuting Request Form, which the supervisor will review.
- The supervisor will forward the request to Information Technology (Scott Streed, W122) to evaluate any cost(s) associated with the request. IT will return the signed and completed request to the supervisor for additional processing.
- The supervisor will then route the request through the appropriate chain of command and recommend approval or denial to the appropriate Vice President or President.
- Approval or denial of the request will be communicated in writing to the employee by the Director of Human Resources. The original signed request and approval must be provided to Human Resources for placement in the employee's personnel file.
- A copy of the signed approval must be provided to Payroll and Information Technology.

WORK SCHEDULE

- The work schedule of a telecommuter will depend on the type of work to be performed and the department's or unit's needs, as determined by the supervisor.
- The supervisor must approve individual schedules for on-site and off-site work hours. Any changes to the schedule must be reviewed and approved by the supervisor in advance.
- Employees are expected to attend all meetings, on-site or off-site, related to their job performance. This may include emergency meetings scheduled with short notice to the telecommuter.

EQUIPMENT

- Central Lakes College may permit the use of approved employee-owned equipment. Each employee is responsible for the maintenance and repair of their equipment, including any associated costs.
- When employees use system-owned or state-owned equipment, Central Lakes College is responsible for the equipment's maintenance and repair, along with any related costs.
- Employees will be responsible for promptly notifying their supervisor of any equipment malfunction or failure, whether state-owned or employee-owned. Suppose the malfunction prevents the telecommuter from performing assigned tasks. In that case, the

telecommuter must notify the supervisor immediately. They may be assigned a different task and/or required to report to an alternate location, including the college campus. Additional equipment may be purchased at the employer's discretion and installed at the telecommuter's remote work location.

SECURITY

- State-owned equipment, software, documents, reports, and data created as a result of work activities are the property of Central Lakes College.
- Equipment, software, data, supplies, and furniture provided by Central Lakes College for use at the remote work site are for purposes of conducting Central Lakes College business and may not be used for personal use of the employee or non-Central Lakes College employees unless otherwise consistent with the Computer Use Policy.
- Telecommuters will return all state-owned hardware, software, supplies, equipment, documents, and other information and property to Central Lakes College before the termination of telecommuting or employment, or upon Central Lakes College's request.

DATA

- Data Practices Act. Provisions of the Minnesota Government Data Practices Act and program data privacy policies must be followed when working from home and/or at an alternate work location. The telecommuter and supervisor should discuss the type and format of data that will be taken to and from the alternate work location, and agree on the security and transfer processes necessary to meet the needs of their assignment.
- Security. Telecommuters must provide reasonable security for data and information transported to and from their office site. Simple measures, such as removing documents containing sensitive data from desk areas and storing them in secure locations, can prevent a major, potentially costly security breach or information loss.
- Privacy and Confidentiality. Telecommuters needing restricted access information while working at alternate work locations will discuss the need with their supervisor before taking such information off-site. The telecommuter is responsible for protecting the privacy and confidentiality of data at alternative work locations, just as they would be in the assigned office.
- Data Retention. Data created and maintained on the telecommuter's home computer, if generated to conduct state business, is subject to the state's records management statutes. This means proper retention and disposal procedures are required, and such data remains the property of the state.

LIABILITY

- Employees must designate a primary work location, subject to their supervisor's approval.
- Before the employee begins telecommuting, Central Lakes College may perform an ergonomic and safety evaluation of the employee's remote workstation.
- An employee is covered by Minnesota Workers' Compensation laws while in telecommuting status. Any injury that occurs within the course and scope of employment must be reported in accordance with state and federal reporting requirements. For

Workers' Compensation purposes, the employee's designated alternate work site is considered an extension of the state work site only during scheduled telecommuting working hours.

- The telecommuter's designated alternate work space is considered an extension of the state agency during the agreed-upon work hours, and the telecommuter is subject to the same standards of conduct and workplace rules required of non-telecommuting employees.
- Central Lakes College does not assume responsibility for third-party injuries or property damage that may occur at the home residence or within the designated alternative work space.
- Business meetings may not be held at home or work sites.

PERFORMANCE MEASURES AND REPORTABILITY

- Objectives and results will measure the telecommuter's performance and will not differ from what is expected of individuals who report to work at Central Lakes College. Report ability will not differ from what is expected of non-telecommuting employees.

EXPENSES

- Any cost at the remote site associated with phone line(s), internet services, and/or DSL connections will be at the employee's expense.
- Supplies needed for the remote workspace should be obtained through the normal supply procurement procedures.
- Prior approval must be obtained from the supervisor for any expenses to be incurred. Approved expenses will be reimbursed in accordance with Central Lakes College policies.
- Telecommuters and supervisors must comply with state policies regarding long-distance costs and reimbursements. They must determine the most cost-effective way to meet telephone requirements.
- Supervisors must designate the telecommuter's primary work location for travel expense reimbursement purposes. This must be documented in the telecommuting agreement.
- Travel expenses between a telecommuter's home and the primary work location are considered commute mileage and are not reimbursable. If the employee is working at an alternate site (neither their home nor the primary work location), the mileage from the primary work location to the alternate work site and back may be reimbursable, as per the employee's collective bargaining agreement or personnel plan.

WEATHER EMERGENCIES

A telecommuter who is scheduled to work from home on a day declared a weather emergency is expected to work from home as scheduled.

TAXES

Federal and state tax implications of telecommuting and using a home office are the responsibility of the employee. If an employee changes their permanent residency, they must notify Human Resources.

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