

Telecommuting Policy & Agreement

A. Purpose:

This policy establishes the procedures to be followed when setting up an agreement for an employee to telecommute.

B. Definitions:

Telecommuting: Working at a location other than the employee's usual and customary workplace.

Eligible Employee: An employee, in an eligible position, who has been identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.

Eligible Position: For teleworking, a position must be structured to be performed independently of others and with minimal need for support and can be scheduled at least one day a pay period to participate in teleworking without impacting service quality or organizational operations.

C. Posted:

06/21/2021

D. Compliance Status:

Compliant

E. Policy:

Telecommuting, the practice of working from home or at a site near the home instead of physically traveling to a central workplace, is a work alternative that the university may offer to some employees based upon:

- An employee's performance assessment;
- The specific job description requirements and measurable outcomes; and
- The overall needs of the university, department, and customers of the position.

Telecommuting is not a formal, universal employee benefit but rather, an alternative method of meeting the needs of the university. Since telecommuting is a privilege, the organization has the right to refuse to offer telecommuting to any employee and to terminate a telecommuting arrangement at any time.

Since the university takes a decentralized and departmental approach to remote work arrangements, some offices may allow remote work while others may not. Some employees may work remotely while others with similar job duties may not.

Generally, employees will not be allowed to telecommute until they have successfully completed six (6) months of employment and have demonstrated superior performance and customer service, as well as outstanding quality in their completed work assignments.

University employees are not required to telecommute, and may refuse to telecommute if the option is made available to them. Employees granted the privilege to telecommute have the right to cease telecommuting and return to their former in-office work assignment through a mutual agreement with their immediate supervisor and division vice president.

F. Specific Requirements to Telecommute:

Eligibility to telecommute is conditional upon agreement from the employee that he or she will be able to establish a proper working environment and have the skills necessary to perform their tasks assigned independently. Some important items to consider include:

- The position must be eligible for telecommuting. For teleworking, the position must be structured to be performed independently of others and with minimal need for support and can be scheduled at least one day a pay period to participate in teleworking without impacting service quality or organizational operations.
- Employees interested in Telecommuting must complete the Clayton State Telecommuting Agreement form.
- Telecommuting is not to be used as a substitute for childcare or other personal responsibilities. It is important to ensure that dependent care obligations or other family obligations do not interfere with work.
- It is expected that employees who work remotely will devote all of their effort to university business while working at the alternative workplace. Disruptions such as personal visitors during work hours are not acceptable, and personal telephone calls should be kept to a minimum. Employees will adhere to all Clayton State's policies and standards while telecommuting.
- Telecommuting is not to be used as a substitute for annual leave or sick leave. The supervisor or designee will need to approve annual and sick leave in advance when being taken during times scheduled to work at home.
- All remote non-exempt employees are required to obtain their supervisor's approval prior to working overtime.
- The supervisor must approve any changes to the employee's work schedule in advance.
- University equipment and files will be required to be returned to the university if work from home is terminated by either the employee or the university.

The employee:

- Must have the ability to perform all essential functions of the position from the Remote Workplace.
- Must have the ability to provide an appropriate work environment at home, which meets university standards such as setting up an ergonomically correct workstation. Documentation of workspace may be requested.
- Must possess productive and organized work habits.
- Must have both strong verbal and written communication skills.
- Must be able to adhere to assigned work hours.
- Must comply fully with the university's attendance and time recording procedures and will accurately report and record all working hours.

- Must maintain a performance appraisal of at least "Satisfactory" or "Effective" and have no active formal disciplinary actions on file for the current or immediately preceding review period.
- Must be reliable, maintain confidentiality and work well independently.
- Must adhere to all university policies, procedures, and guidelines.
- Must attend mandatory and other requested meetings on campus, including training sessions, workshops, etc.
- Must possess independent problem-solving abilities.
- Must maintain an appropriate level of professional demeanor/attire and represent the university with respect and dignity.

Supervisor Responsibilities:

- The supervisor must advise employee of final determination (approval or denial) of the telecommuting request.
- The supervisor will decide tasks to be assigned to the employee. Work assignments for the Remote Workplace will be handled in the same manner as they are for the Central Workplace.
- The supervisor will be responsible for assigning specific work hours to each employee working remotely. The number of working hours will be monitored regularly.
- Work hours determined by the supervisor will be communicated to team members, clients, and coworkers.
- The supervisor will be tasked to clearly define performance requirements and standards that are measurable and results oriented.
- The supervisor will regularly monitor and communicate regarding the employee's performance in accordance with departmental and university policy.
- If an employee's behavior or performance is not satisfactory, the supervisor has the right to terminate the program and/or recommend disciplinary actions as appropriate in accordance with university policy.

Security and Access to Information

The employee that is telecommuting is responsible for maintaining confidentiality and security at the alternate workplace, as he or she would at the primary work place. The employee must protect the security and integrity of data, information, paper files, and access to institutional computer systems. All institutional policies on Information Technology and Internet and technology use apply to telecommuting, as they would in the primary work place.

Workplace and Worksite Inspection

The employee must ensure that the home office is a separate space set aside to allow the employee to work efficiently. The university reserves the right to visit the employee's home to ensure that the designated work location meets safety, ventilation and ergonomic standards. Such visits will not be scheduled without giving the employee a 24-hour prior notice and will be conducted during normal business hours. The university does not pay for costs associated with working at home, such as electrical, heating, A/C, etc.

Remote Work Equipment

The university may provide equipment such as computers, laptops, tablets, printers, communication devices, and software needed to perform the employees' work assignments. The equipment must be protected against damage and unauthorized use. Equipment must be used for official CSU business, be managed and supported by university ITS, and its use

must comply with the university Information Technology & Security policies and standards. University provided items remain the property of Clayton State University and must be returned to the university upon request. In case of extended illness, resignation, or termination; or if the program ends, it is the employee's responsibility to personally return all university equipment.

The university, as needed, will provide remote employees with office supplies. Employees' out-of-pocket expenses for other supplies will not be reimbursed unless prior written approval of the manager has been received. The university will repair and replace damaged university equipment unless it is lost, damaged or stolen through the employee's negligence or abuse. Employees must inform the CSU Police if a computing or storage device is lost or stolen.

Accidents and Injuries

The university will be responsible for any work-related injuries under Georgia workers' compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area during the assigned work hours. Any claims will be handled according to the normal university procedure for Workers' Compensation claims. As stated in the workers' compensation laws, the university will be responsible for injuries at the work home site, if the site is ergonomically maintained. The employee is responsible for any injuries and liabilities arising from his/her own negligence.

University's Right to End a Telecommuting Agreement

The university or department manager has the right to end arrangements for working remotely at their sole discretion with a fourteen (14) day prior written notification. If the employee chooses not to return to their campus work location on the expected date, failure to do so will be considered a voluntary resignation and will be treated as such under university standard policies and procedures.

Conditions, Terms, and Policies

Conditions and terms of employment will not change for an employee participating in a Telecommuting Agreement. Salary, benefits, vacation, leaves, and other rights and responsibilities will be equal to those of an employee working onsite.

Remote employees are subject to and must abide by all university and departmental policies and procedures. University policies governing the use of university equipment, facilities, including but not limited to, software, support services, internet, telephones, vehicle, etc. shall apply at the home work site.

Amendments

The remote assignment may be amended, modified or supplemented by the department or university, as necessary, to conform to the department's needs or desires in connection with the remote employee's alternate workplace arrangements, to conform to changes in the policy or procedure, or as otherwise necessary to address business needs or to comply with laws, rules, or regulations.

Program Agreement

Nothing in this agreement shall be deemed to create any right, interest, or expectancy of continued employment.