

TITLE: Telework

PROCEDURES FOR POLICY: 3-12

REVISED DATE: 06/16/2021

I. Purpose:

To provide a process by which eligible full-time and part-time employees and student workers may request a telework arrangement and establish procedures to process the telework arrangements. *The procedures for implementation of this policy are provided below.*

II. Procedure and/or Process Definitions:

Alternative Work Site: An acceptable non-College-controlled location for performing job duties and responsibilities.

Telework Agreement: Document signed by the participating employee, supervisor, and appropriate Executive Cabinet member agreeing to the terms and conditions for an employee to telework.

Telework: A work option where an employee of Reynolds Community College works at an approved alternative work site for an agreed duration of time.

III. Procedures:

1. Eligible Telework Positions

- a. Administrative faculty, professional faculty, classified staff, and student workers who require minimal direct supervision and/or minimum on-campus contact with other college employees, students, and/or customers. Individuals whose day-to-day contact with others vary may telework subject to their supervisor's approval.
- b. Teaching faculty who exclusively teach online classes and do not meet with students face-to-face on campus, subject to the School Dean's approval.
- c. Teaching faculty who teach a combination of online and face-to-face classes, may work with their School Dean to telework for the percentage of time they teach online classes.
- d. Positions that perform back-office processing functions without student or customer contact.

2. Positions Not-Eligible for Telework

- a. Positions responsible for the upkeep, maintenance, and security of the campus.
- b. Administrative faculty, professional faculty, classified staff, and student workers who require on-campus contact with other college employees, students and/or customers.

- c. Teaching faculty who exclusively teach face-to-face/hands-on classes on campus. Should there be a need to revert to teaching primarily online or virtually, the School Dean will make the decision for teleworking.

3. Approval

- a. Telework approval is subject to the departments and college's business needs. Telework does not have to be a 100% option. The supervisor may have an individual telework intermittently or alternate with other staff. The supervisor must ensure fairness amongst staff eligible to telework to meet the college's needs.
- b. The employee, supervisor, and Executive Cabinet member must sign the Telework Agreement Form (JSRCC Form No. 35-0014) and email completed forms promptly to the Office of Human Resources at HR@reynolds.edu.
- c. The supervisor and employee will work on the details of the telework work option based on the department and college needs.
- d. The supervisor maintains discretion over changes to and the continuation of a telework agreement. If the supervisor wishes to terminate the telework agreement, the supervisor will provide 48 hours' notice to the employee. Any termination of a telework agreement must be communicated promptly to the Office of Human Resources with an email to HR@reynolds.edu.
- e. An employee seeking telework as a reasonable accommodation for a disability should first review *Reynolds Policy 3-11, Reasonable Accommodation*, and consult with the Office of Human Resources. Supervisors are not to approve telework as accommodation for disability without consulting the Office of Human Resources. The Office of Human Resources will review the request following *Reynolds Policy 3-11, Reasonable Accommodation*, and respond to both the employee and supervisor.

4. Expectations of Teleworking

- a. Employees must have stable and sufficient internet connection and phone services at the remote site.
- b. All work objectives and tasks are clearly defined with measurable results for the teleworking position.
- c. Telework must not alter the essential job responsibilities or compromise the service level provided to the student/customer, either by the employee or by the department.
- d. Employees are expected to attend certain face-to-face events such as convocation, graduation, professional development events, departmental wide events, orientation etc.
- e. Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events.
- f. Telework will not change the required number of weekly work hours. Employees who telework are responsible for reporting time worked, leave used, and adhering to College and state attendance policies.
- g. The supervisor must approve compensatory leave or overtime in advance.
- h. During an emergency or inclement weather situation where the college or a campus/s is/are closed, the employee will continue to telework. If the employee

cannot telework during this time due to illness or other responsibilities, the employee must communicate with their supervisor and may need to take appropriate leave.

- i. When circumstances (e.g., widespread power failure) prevent the employee from teleworking at their current work location, the employee may be asked and expected to report to a central workplace, other alternative locations or be granted emergency closing leave on a case-by-case basis.
- j. Employees must adhere to all College, VCCS, and Department of Human Resource Management Policies.
- k. Employees must have a current annual performance evaluation at the level of "Contributor" or "Expectations Met" or higher.
- l. Employees will not provide dependent care during telework hours.
- m. Employees will not use telework as a substitute for sick leave.
- n. Employees who telework must maintain an alternative work site that is free from potential hazards. The college is not liable for any injuries sustained by visitors to his/her alternative worksite.

5. Responsibilities

a. Employees who telework are responsible for:

- i. maintaining compliance with Telework Agreement.
- ii. reporting job-related injuries to the supervisor and Human Resources. In a life-threatening emergency, the employee should first seek immediate medical attention and then notify HR and the supervisor as soon as possible.
- iii. ensuring all college equipment, documents, and records are kept secure.
- iv. following IT protocols on logging off systems and/or computers when not in use to protect sensitive data.
- v. ensuring the privacy of physical or electronic documents and records. The employee must ensure that all private and sensitive documents are kept secured and not viewed by other while teleworking. Release of student records is described in *Policy 1-.26 Student Privacy and Release of Student Information*.
- vi. ensuring the privacy of any confidential personnel information.

b. Supervisors are responsible for:

- i. ensuring telework requests approved are within the scope of this policy.
- ii. determining the equipment, documents, and records that can be taken to or maintained at the alternative work site under this policy.
- iii. submitting the telework agreement to the Office of Human Resources for review and maintenance.
- iv. reviewing new telework agreements after six (6) months or for faculty members after each semester, ensuring the needs of the department/students are met. The start date will be from the date the agreement is signed.
- v. ensuring the telework arrangements are reviewed annually during the evaluation cycle. If the telework arrangement continues, a new agreement is

completed, signed by appropriate parties, and submitted to the Office of Human Resources.

- vi. ensuring the employee who teleworks completes work assignments and work hours.

6. Human Resources will:

- a. audit and maintain records on telework agreements to ensure compliance with all applicable state and college policies, as well as state and federal laws.
- b. provide resources and guidance on the application of the telework policy and procedures.

7. Work Schedule and Accessibility

- a. The supervisor will work with the employee to establish an appropriate schedule to ensure that the business of the college is met.
- b. The employee must be reachable via telephone and/or email during agreed upon work hours
- c. The employee's main college number must be answered during business hours.

8. Supplies, Equipment, and Furniture

a. Technology

- i. IT will loan laptops to full-time employees who do not have one assigned. IT will loan laptops to part-time/adjunct employees based on their job function, classes taught, and by request of the department head. Limited laptops may be available. The Jabber phone line will also be available for limited users.
- ii. The employee will be responsible for loss or damage to college-owned equipment, including and not limited to: laptops, monitors, docking stations, etc., according to the Department of Technology procedures.
- iii. If the Department of Technology help desk cannot resolve any IT technical issue remotely, the employees must go to a campus for IT assistance.
- iv. The employee must have sufficient and stable internet connection and phone service to meet access and VPN requirements.

b. Other Equipment and Supplies

- i. The employee will be responsible for providing all other furniture and equipment at the alternative worksite.
- ii. The department may provide standard office supplies subject to State guidelines (subject to change).
- iii. Reynolds is not responsible for loss, damage, or wear of the employee's own personal furniture and equipment. Repair and replacement costs and liability for personally owned equipment and furniture used during teleworking are the responsibility of the teleworking employee.

9. Records

- a. All College records and files temporarily stored at the employee's alternative work site shall remain the college's property. All records are subject to *Reynolds Policy 4-38, Record Retention and Disposition*.
- b. Supervisors must determine what products, documents, and records may be taken to or maintained at the employee's alternative worksite.
- c. Products, documents, and records used, developed, or revised while teleworking must be returned to the college when requested, at the end of the telework agreement, and at the termination of employment.
- d. Procedures for storage and transfers of college records will be based on the department's protocol.
- e. The employee will protect all confidential college information from unauthorized access.

10. Compliance

- a. Supervisors must review the telework agreement before the expiration date listed on the telework agreement and during the performance evaluation process to ensure the needs of the college and department are being met.
- b. All Reynolds policies and procedures apply at the alternate worksite.
- c. The following actions may result in termination of the arrangement and possible disciplinary action:
 - i. Failure to maintain a performance evaluation rating of at least "Contributor" or "Expectations Met".
 - ii. Failure to abide by the agreed upon work schedule and availability.
 - iii. Failure to accurately and timely submit time and leave requests.
 - iv. Other violations of college policies

IV. Other Information:

[JSRCC Form No. 35-0014](#), Telework Agreement