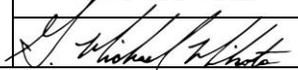


TITLE	TELECOMMUTING	NUMBER
		5.24
AUTHORITY	CENTRAL CAROLINA TECHNICAL COLLEGE	DATE
		April 14, 2020
OFFICE OF RESPONSIBILITY	VICE PRESIDENT FOR BUSINESS AFFAIRS	SIGNATURE
		

I. POLICY

It is the policy of Central Carolina Technical College to offer the option of telecommuting (working from an alternate work location) to eligible employees in limited situations as provided for in this College Directive. Telecommuting is a management option, and not a universal employee benefit.

II. DEFINITION

- A. Telecommuting is a work arrangement whereby selected College employees are allowed to perform some or all of the normal duties and responsibilities of their positions, via the use of computers or other telecommunication equipment, at the alternate work location apart from the employee's primary location of work. Telecommuting may be a part-time or a full-time arrangement. Telecommuting may not be used as a substitute for child, elder, or any type of dependent care. Telecommuters must make or maintain dependent care arrangements outside of the designated work location during the designated telecommuting hours.
- B. While telecommuting is traditionally thought of as working from home, other types of telecommuting may apply. The College shall assess each situation on a case-by-case basis.

III. GUIDELINES

The College allows telecommuting as a viable management option and has developed local procedures to include a telecommuting application, agreement, and workspace checklist. The College President is the final approval authority for telecommuting applications/agreements. The Human Resources Officer is designated as the telecommuting coordinator. Employee participation is voluntary.

Participation is not an employee right or benefit and may be discontinued at any time by either party.

Denial or termination of a telecommuting arrangement is not subject to the employee grievance process. Telecommuting may not be appropriate to all areas of the College,

especially those having limited staff and/or those areas requiring in-person contact with customers.

IV. ELIGIBILITY

- A. The College may identify the job classes or positions with duties or portions of duties considered appropriate for telecommuting.
- B. In order to be eligible to apply for telecommuting, an employee should have completed six months of satisfactory employment with the College. This six-month requirement may be waived at the discretion of the College President based on factors such as recruiting, residency of potential employees, and anticipated duration. The College may identify a list of skills and characteristics deemed necessary for the employee to be a successful telecommuter. Employees in a warning period of substandard performance are not eligible for telecommuting.

V. APPLICATION FOR TELECOMMUTING

- A. An eligible employee shall complete a Telecommuting Application (attachment 1) and submit the request to his/her supervisor for approval and through the Human Resources Office with final approval by the College President or his/her designee.
- B. Requests for telecommuting will be considered on an individual basis. The College must approve the request prior to the employee beginning to telecommute.

Upon approval, the employee agrees via a Telecommuting Agreement (attachment 2) to follow all requirements of the System Office and College procedure and any additional requirements agreed upon by the College and the employee.

VI. CONDITIONS OF TELECOMMUTING

- A. Telecommuting may not be used as a substitute for child, elder, or any type of dependent care. Telecommuters must make or maintain dependent care arrangements outside of the designated work location during the designated telecommuting hours.
- B. Telecommuting may not be used as a substitute for other types of leave such as sick leave, family medical leave, annual leave, faculty non-work days, or workers' compensation.
- C. A regular telecommuting schedule to include specific hours and days of telecommuting must be established in writing via the telecommuting application prior to the start of the work arrangement and must be mutually agreed upon by the employee and the appropriate management of the College. Any change to the agreed upon schedule must be approved by appropriate management and documented. Telecommuting does not remove the need for an employee to report

to the primary work location as needed by the supervisor. The manager or the supervisor should provide reasonable notice when disruption of the telecommuting schedule is necessary; however, in extreme circumstance the employee may be required to report to the primary office without advance notice.

- D. While working away from the primary office, telecommuting employees must be accessible for communication (e.g., land line or cellular telephone, e-mail, etc.). The College may include in the Telecommuting Agreement the means and frequency by which regular communication shall be made.
- E. The employee's duties, responsibilities, benefits and conditions of employment remain the same as if the employee were working at the College primary work location. The employee will continue to comply with Federal and State laws and regulations, as well as SBTCE and College policies, procedures, and directives while working at the alternative location. This would include compliance with the State Ethics Act, which prohibits personal gain from use of the College equipment, time or facilities.
- F. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit. An employee will be compensated for all applicable pay, leave, applicable overtime, and travel reimbursement as if all duties were being performed at the employee's primary work location.
- G. Work hours, overtime compensation (for non-exempt employees), compensatory time (for non-exempt employees), and leave benefits will not change as a result of telecommuting. Request to work overtime or use sick, annual, or other leave must be approved by the College in the same manner as employees working at the primary work location.
- H. Participation in telecommuting should be based on the ability of the employee to perform tasks that can be completed from alternative locations, such as a home office and management assessment of the employee's ability to complete those tasks satisfactorily. Typical functions that work well in a telecommuting situation include but are not limited to: data entry, research, writing projects, financial analysis, spreadsheet preparation, database maintenance, project management, graphic and design work, word processing, editing, computer programming, auditing and drafting.
- I. All non-exempt employees participating in a telecommuting arrangement must receive advance supervisory approval before working overtime. The employee must follow SBTCE and College work policies and procedures regarding work hours and schedules, including keeping records of time and attendance as if the work were

performed at the primary office. The College may require a record of hours worked for exempt and non-exempt employees who telecommute.

- J. The employee agrees to designate a separate workspace at the alternative site for the purpose of telecommuting and will maintain this area in a safe condition, free from hazards and other dangers to the employee and the College's equipment. To ensure the safety of the workspace, the employee agrees to complete and return to the College a Telecommuting Work Space Checklist (Attachment 3), which will certify the employee's alternate workspace complies with health and safety requirements. The employee must submit this checklist to the College before he/she may begin to telecommute. The employee agrees that the College shall have reasonable access to the workspace for the purposes of inspection of the site and retrieval of the College owned property. The College shall establish the time, frequency, or scope of such inspections.
- K. The alternative work location is considered an extension of the employee's primary work location. Therefore, workers' compensation will continue to exist for the employee when performing official work duties in the alternate workspace during approved telecommuting hours. Any work related injuries must be reported to the employee's supervisor immediately and in accordance with established College reporting procedures.
- L. The College may provide all or part of the equipment and/or services necessary for accomplishing work assignments.
- M. The College will cover the cost of installation, repair, or maintenance of College-owned equipment necessary for accomplishing work assignments. The employee is responsible for any damage to College equipment resulting from gross negligence while in the employee's possession. The employee should not allow family, friends, neighbors, etc., to use College-owned equipment.
- N. The College's security controls and conditions for use of the College-owned equipment for the official work location will also apply to alternate work locations. All College records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the primary work location ensuring the confidentiality of all.
- O. No employee engaged in telecommuting will be allowed to conduct face-to-face College-related business at his/her alternate work site. The College will not be liable for injuries or damages to persons or property in the alternate work location except as provided in K above. Should the use of personally owned equipment become necessary to conduct telecommuting, the responsibility for the care, maintenance and repair of the personal equipment shall be addressed by the telecommuting agreement.

VII. TERMINATION OF TELECOMMUTING

- A. The College may terminate the telecommuting arrangement at any time without cause.
- B. Upon termination of the telecommuting arrangement or upon termination of employment, all College equipment, files, documents, or other College property at the alternative work site must be returned immediately.
- C. Termination of the telecommuting arrangement is not subject to the employee grievance process.
- D. Any change of the employee status may negate this telecommuting agreement. Such changes may include but are not limited to the following: promotions, transfers, reassignments, temporary or otherwise. This does not prohibit the negotiation of a new telecommuting agreement.

VIII. REPORTING REQUIREMENTS

The College must provide the South Carolina Department of Administration Division of State Human Resources a report of the utilization of telecommuting. The System Office's Human Resource Services shall coordinate the annual submission of telecommuting information to the Division of State Human Resources upon request.