

## CP – 2.2.2

# TELEWORK

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*Related Board of Trustees Policy: BP 2.2*

*OPR: Vice President for Administration*

*Approval: March 19, 2020*

*Revision:*

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### **TELEWORK**

Telework, or working remotely, is an employment tool utilized by the College during workplace contingencies, including emergency closures and circumstances that limit the ability of an employee or group of employees to commute from home to the usual work location. Telework provides the College the flexibility to continue operations during short- and long-term disruptive events.

Not all employee positions are suitable for telework. Immediate supervisors will make primary decisions regarding suitability. Vice Presidents will exercise final approval within their respective divisions for employees to telework. Routine justifications for telework include, but are not limited to:

- Closure of College campuses for a specified period due to weather, natural disaster, utilities failure, communicable disease, or other unsafe condition
- Convenience of the College, such as conducting facility renovations or restoration, utility cost savings, etc.
- Employee request to accommodate illness or dependent care responsibilities

### **Evaluation of Positions for Telework**

All full-time and part-time positions may be evaluated for telework suitability. The following conditions, at a minimum, must be satisfied for a position to be judged suitable:

- The employee can participate in departmental, division and campus-wide meetings appropriate to the position
- Telework does not adversely affect the College, departmental assignments/projects, student advising and assistance, customer relations, employee's completion of assigned duties or other work areas
- There is adequate and suitable work available for the employee to perform away from campus
- Suitable equipment and technology services can be provided to the employee for telework
- College can manage and maintain the telework resources necessary for the employee to telework
- The employee can be adequately supervised during telework

## **Telework Agreement**

Employees approved for teleworking must agree to the terms of an *Employee Telework Agreement* that is signed by the employee, immediate supervisor, and the respective Vice President. The agreement includes acknowledgement that:

- Campus meetings, events and student advising/assistance are not scheduled for the convenience of telework employees. Telework employees must plan schedules to permit attendance at required campus meetings and events and for expected interactions with students
- Telework employees are responsible for all travel and per-diem to and from the employee's home to the workplace regardless of distance
- Telework employees are required to respond in a timely manner to work related voicemail and electronic mail. Unless otherwise agreed upon with the employee's supervisor, the employee is expected to work during the College's normal hours of operation while teleworking
- Telework employees are responsible for maintaining a dedicated home office and technology environment that maintains the security and confidentiality of College and student information and is a safe working environment
- The College will provide approved telework employees with the equipment they need and shall, if the need arises, repair and/or replace the equipment
- The supervisor shall articulate how the employee's performance will be measured and how the employee will participate in performance reviews
- Procedures for personal and sick leave apply to telework employees. Appropriate leave must be taken when the telework employee is unavailable to work
- A telework employee scheduled to work on a day in which the College is closed due to adverse weather is still expected to work as scheduled
- Telework agreements may be terminated at any time at the discretion of the President

Completed telework agreements are signed by the employee and immediate supervisor, and submitted for review by successive supervisors. The respective Vice President approves teleworking requests, for a specified time period. Upon approval, copies of the agreement shall be retained by the employee, immediate supervisor, Vice President, and Executive Director of Human Resources. The Executive Director of Human Resources shall maintain and provide a consolidated roster of all teleworking employees to the President.

Upon expiration of a teleworking agreement term, a new agreement may be prepared and approved, if appropriate, using the foregoing procedure.

## **Workplace Safety**

The employee must designate a work space at his home or other alternative work site. The employee must protect the work space from any known hazard or danger that could affect College equipment or the employee.

Since the employee's alternate work space is an extension of the employee's College work space, the College's liability for job-related accidents will continue to exist. If a telework employee is injured in his/her work space, the employee will immediately alert his/her supervisor no later than the end of the business day. The employee must also consent to the work space being inspected by person(s) designated by the College of the work space to facilitate investigation of the reported accident and completion of required reports.

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## EMPLOYEE TELEWORK AGREEMENT

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This Telework Agreement is between Craven Community College (“College”) and

(“you”) and must be approved by the immediate supervisor and applicable Vice President and reviewed by the Executive Director of Human Resources.

This Agreement is effective  through  ,

and supersedes any prior Telework Agreement in place between you and the College.

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1. The College and you agree that you will temporarily telework in accordance with your normal work schedule unless modified by your immediate supervisor.
2. You understand that this agreement is intended to be for a limited duration timeframe and will be reviewed periodically for effectiveness and applicability. Accordingly, the College, at its sole discretion, may alter this timeframe or terminate the Telework Agreement at any time. Note that having successful teleworking performance in pursuant to this Agreement does imply the College will agree to extend or renew a future Telework Agreement.
3. You agree to maintain a presence with your division or department while teleworking. Presence may be maintained using technology available such as a computer, mobile phone, email, messaging application, videoconferencing, instant messaging or text messaging. This presence applies during those work hours you and your supervisor have agreed upon, or those times you would have otherwise be present and working at a physical College location. You are expected to respond to queries and complete assigned tasks in similar fashion and timeframes as if you were at your regular work location.
4. You may be required to periodically attend scheduled or called work sessions or meetings as deemed necessary by the College.
5. While teleworking, your supervisor will evaluate your job performance in areas that include, but are not limited to, productivity, work quality, professional conduct, communications and responsiveness using the same standards as those expected at your regular work location. This Agreement does not change the basic terms and conditions of your employment at the College. You will perform all functions delineated in your job description, as well as those different duties that the College may assign from time to time. Further, you remain obligated to comply with all College Policies and Procedures.

6. If you are a non-exempt employee, you are not to work overtime without prior approval from your immediate supervisor.
7. You will be solely responsible for the configuration of and all of the expenses associated with your telework workspace and all services unless College expressly agrees otherwise. This includes ensuring and maintaining an ergonomically appropriate and safe telework worksite.
8. All injuries incurred by you during work hours and all illnesses that are job-related must be reported promptly to your immediate supervisor as prescribed by Workers' Compensation requirements.
9. Regardless of whether using personal or College-owned mobile devices while teleworking, you are responsible at all times for the access, use and security of those mobile devices.
10. By signing this Agreement, you are also confirming you have read, understood and will comply with all provisions listed above, as well as the provisions of College Procedure 2.2.2, *Telework*. You acknowledge that if your immediate supervisor determines that the nature of your duties are no longer amenable to telework, or if your job performance via telework is not satisfactory, this Agreement may be terminated at any time at the sole discretion of the College.

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Employee Agreement:

Date:

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Supervisor Approval:

Date:

Vice President Approval:

Date:

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HR Review:

Date: