

CCS Administrative Procedure

2.00.01 – C Telecommuting

Implementing Board Policy [2.00.01](#)

Contact: Human Resources

1.0 Telecommuting Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)

In compliance with Governor Executive Order 01-03, "Establishing a Strong Telework and Flexible Work Hours program to Help Reduce traffic Congestion and Improve Quality of Life," signed June 5, 2001, Community Colleges of Spokane has adopted the following procedures.

- 1.1 As stated in Executive Order 01-03, "telework and flexible work hour studies have shown economic and organizational benefits to employers resulting from less sick leave, reduced hiring and training costs, increased employee productivity and morale, and reduced space and parking needs." Further, the order states "telework and flexible work hours are viable tools for reducing commute trips, eliminating pollutants released into the atmosphere, and saving energy by reducing the consumption of gasoline." As directed, Community Colleges of Spokane has adopted the following written procedures that define specific criteria and procedures for telework and flexible work hours.
- 1.2 Telecommuting is a voluntary work alternative, mutually agreed upon by the employee and a supervisor. It is intended to enhance employee productivity, creativity, and job satisfaction, as well as maintain or improve utilization of office space, while also contributing to commute trip reductions. Telecommuting is a temporary arrangement between the employee and his/her administrator, which may be terminated by either party with reasonable notice and is governed by the standards and procedures contained within this document, negotiated agreements and applicable laws.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 **Telecommuting:** the use of telecommunications and computer technologies that allow an employee to perform some or all of his/her assigned duties at other than the normally assigned workplace.
- 2.2 **Alternate Workplace:** the employee's home or any prior approved work site closer to the employee's home, as part of CCS's Commute Trip Reduction Program ([Procedure 2.00.01-D](#)), during the employee's assigned work hours.
- 2.3 **Telecommuter:** individual performing some of all of his/her assigned duties at other than the normally assigned workplace.
- 2.4 **Immediate Supervisor:** individual who can recommend hiring and disciplinary action as well as schedule, assign, direct, evaluate and train the employee/potential telecommuter.
- 2.5 **Telecommute Agreement:** approved format documenting agreement between the immediate supervisor and applicant for use of telecommunications and computer technologies that allows an employee to perform some or all of his/her assigned duties at other than the normally assigned workplace.

3.0 Eligibility

- 3.1 To be approved for telecommuting, a plan must be developed that meets the following conditions:

- 3.1.1 Approval of the telecommute arrangement shall have no negative impact on any of the following:
 - 3.1.1.1 the employee's or another employee's performance
 - 3.1.1.2 student and/or customer service
 - 3.1.1.3 inter-departmental communications
 - 3.1.1.4 the efficiency or effectiveness of work coordination between interdependent work units
 - 3.1.2 Employee has passed any applicable probationary or trial service period and has displayed satisfactory job performance over the past two years.
 - 3.1.3 Approval of both the employee and the immediate supervisor, indicating agreement on the telecommuting conditions and restrictions.
 - 3.1.4 Authorization by the applicable appointing authority approving the specific telecommuting agreement between the employee and his/her immediate supervisor.
- 3.2 To apply for a telecommuting arrangement, an employee and his/her immediate supervisor must complete the following, without exception, and review the CCS Employee Acceptable Use Guidelines for CCS Technology:
- 3.2.1 telecommuter Application
 - 3.2.2 telecommuter Agreement
 - 3.2.3 authorization for Temporary Checkout of Equipment form (if applicable)
- 3.3 Teleworking shall not be used as a substitute for dependent care. Teleworkers shall make necessary arrangements for their dependents during the agreed upon work hours to ensure the successful completion of the teleworker's assigned work duties.

4.0 Telecommuting Agreement

- 4.1 Each teleworking arrangement must address the following three aspects;
 - 4.1.1 conditions of employment while teleworking
 - 4.1.2 guidelines for the alternate work site
 - 4.1.3 rules regarding CCS's equipment and supplies
- 4.2 As each teleworking arrangement will be unique, an agreement may contain specific rules and conditions under each of these aspects that the employee, supervisor and CCS have identified as important to ensure that particular arrangement is successful.
- 4.3 The employee and the employee's immediate supervisor must complete a formal Telecommuting Agreement and gain approval by the appropriate authority before any telecommuting arrangement can begin. The agreement shall include the following:
 - 4.3.1 a work schedule
 - 4.3.2 the physical location of the alternate worksite
 - 4.3.3 a brief description of how the duties of the position will be carried out and where each duty will take place (i.e. at an alternate worksite, on-site)
 - 4.3.4 communication procedures to be used
 - 4.3.5 What equipment and/or supplies (including computer hardware/software configurations) will be used and who will provide them
 - 4.3.6 any applicable data security procedures
- 4.4 Telecommuter agreements shall not exceed one-year in duration and must provide specific time intervals for meetings and communication with the employee's supervisor, co-workers, students, and other constituents as appropriate. CCS's business and operational needs take precedence over telecommuting and may justify termination of the agreement.

- 4.5 A copy of the Teleworking Agreement will be kept on file with the teleworker's supervisor, and the original will be filed at Human Resources.

5.0 Conditions of Employment While Teleworking

- 5.1 The duties, obligations, and job responsibilities assigned to the employee will remain the same while telecommuting.
- 5.2 During a teleworking agreement the employee's salary, benefits and other employer insurance coverage shall remain in effect.
- 5.3 Existing Office of the State HR Director Rules or collective bargaining agreements governing leave, hours of duty and scheduled workweek; Fair Labor Standards Act (FLSA) rules governing overtime; and CCS policies and procedures will continue to apply to CCS telecommuters.
- 5.4 Employees remain obligated to comply with all agency rules, policies, practices and instructions. Failure to do so may result in the termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment.
- 5.5 Performance evaluation requirements for teleworkers shall not differ from non-teleworkers.
- 5.6 In the event circumstances prohibit the teleworker from performing his or her assigned duties while teleworking, the teleworker shall immediately notify his or her supervisor for further work direction.
- 5.7 Vacation, sick and other leave while telecommuting will continue to require appropriate signatures and prior approval by the employee's supervisor.
- 5.8 All sick leave will be reported by the employee to his/her supervisor as per Office of the State HR Director rules, applicable collective bargaining agreements, and/or District procedures.
- 5.9 Telecommuters will be expected to check their E-mail, voice mail and remain accessible by direct phone during approved telework hours identified in the Telecommuting Agreement.
- 5.9.1 Telecommuters who for any reason cannot be reached or will not be able to be reached by their immediate supervisor must inform, either by direct phone or by e-mail, their supervisor prior to being unavailable at their alternate workplace. Failure of a telecommuter to notify his/her supervisor in advance shall result in termination of the agreement.

6.0 Conditions for Alternate Work Site

- 6.1 CCS is responsible for providing standards to ensure a safe and healthy work environment for the teleworker at an alternate worksite. The employee will agree to follow these standards and safe working procedures.
- 6.2 CCS retains the right to make on-site inspections to ensure safe working conditions exist at the alternate worksite.
- 6.3 When the teleworker's alternate worksite is in the home, the teleworker shall be responsible for maintaining a designated workspace in a safe, healthy, professional, and secure manner. Failure to do so may be cause for termination of the telecommuting agreement.

- 6.4 It is the employee's responsibility to immediately report to his/her supervisor any/all industrial accident(s) occurring as a result of performing job related responsibilities.
 - 6.4.1 Since the employee's alternate workplace will be considered an extension of CCS's workplace, the State's liability for job-related injuries to the employee will apply. Since the workplace and home will be one in the same, worker's compensation will not apply to non-job related injuries that might occur in the home.

7.0 Equipment and Supplies

- 7.1 If the alternate work site is the employee's home, the employee will be encouraged to utilize his/her own equipment. If CCS equipment is used, the employee will be responsible for the protection and security of the equipment until it is returned to CCS.
 - 7.1.1 If CCS equipment on loan to a telecommuter is damaged or stolen while in the possession of the telecommuter, repair and/or replacement of the equipment is the responsibility of the telecommuter.
 - 7.1.2 A CCS "Authorization for Temporary Checkout of Equipment" form for temporary check out of equipment must be used.
 - 7.1.3 Telecommuters should check their Homeowner's policy for coverage of CCS equipment in case the equipment is damaged or stolen at the teleworker's residence.
- 7.2 If the alternate worksite is other than the employee's home, CCS will have responsibility for providing the appropriate equipment.
- 7.3 The supervisor may arrange for the telecommuter to connect on CCS's network through the CCS Information Systems Department.
- 7.4 If a SCAN number is assigned to the employee, it will be used solely for work related calls. Work related, long distance call charges using other carriers will be reimbursed according to existing CCS procedures.
- 7.5 Telecommuters using their own computer equipment must certify they have installed recent virus protection software.
- 7.6 To protect confidentiality and guard against data contamination, teleworkers shall follow CCS approved data security procedures at their alternate worksite.
- 7.7 Teleworkers using CCS-provided computer software shall adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication. The teleworker will not load non-business software on CCS-provided computers and will follow the CCS Employee Acceptable Use Guidelines for CCS Technology Resources at all times. CCS software that has an "on site license contract", cannot be installed on an employee owned computer.
- 7.8 Office supplies for use by teleworkers at their alternate worksites shall be provided by CCS and should be obtained during the teleworker's in-office work periods. Out-of-pocket expenses for supplies or services must be pre-approved and will be reimbursed according to existing agency procedures.

8.0 Termination of Agreement

- 8.1 Telecommuting arrangements are for mutual benefit and are not an employee right. No telecommuting agreement will be approved beyond one year, although subsequent agreements can be reached for subsequent periods. Telecommuting agreements must meet the operational needs of CCS and failure of an agreement to meet operational

needs shall be grounds for immediate termination of the agreement. Further, the agreement may be terminated by either the employee or the immediate supervisor for any reason upon reasonable notice to the other party.

- 8.2 CCS will use a fair and consistent process for determining which applications for telework are approved. CCS Human Resources Office will provide consultation for the proper implementation of teleworking.

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