

5.38 Telework

Last Revised: April 2022

Policy: Piedmont Community College (PCC) allows employees to telework in situations in which it is mutually beneficial for both the College and its employees.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline the provisions governing telework arrangements.

Definitions

Alternate Work Location—an off-campus site other than the normally assigned place of work where official routine College business is performed on a temporary basis. Employees who are assigned work at an alternate non-campus location for a limited time on a non-routine basis are not considered to be teleworking.

Telework/Teleworking—flexible work arrangement in which supervisors direct or permit employees to perform their job duties away from their assigned place of work in accordance with the same performance expectations. It does not include work performed at a temporary workplace for limited duration (no more than 10 consecutive business days).

Work Schedule—the employee's hours of work completed at their normally assigned place of work or alternate work location.

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Determining the Telework Option

- 1.1. Telework is an option that may be available for some job positions.
- 1.2. There are two ways in which the telework option may be available to employees:

1.2.1. As part of the offer of employment.

1.2.1.1. Information regarding positions determined to be 100% telework will be included in the job posting.

1.2.2. As an employee request made to their immediate supervisor. (See Exhibit 5.38A Telework Request Form.)

1.2.2.1. For a telework arrangement, a schedule of telework and non-telework time shall be mutually agreed upon by the employee and supervisor and documented as part of Exhibit 5.38B Telework Agreement.

1.2.2.2. Upon approval, the immediate supervisor will forward the original signed Telework Request and Telework Agreement to the Office of Human Resources and Organizational Development to be included in the employee's personnel file with the employee's job description.

1.3. The agreed upon telework schedule is based on the extent to which the position requires:

1.3.1. independent work

1.3.2. face-to-face interaction with staff, students, or the community

1.3.3. concentration

1.3.4. specific, measurable work products

Section 2: Determining Employee Suitability for Telework

2.1. All supervisors will complete training related to teleworking employees to include information about assessing work qualities of employees requesting telework.

2.1.1. In making decisions about which employees are approved for telework, supervisors will consider the needs of the College and review the work qualities of employees.

Section 3: Telework Status

3.1. Once granted, telework status will continue as long as it remains mutually beneficial for both the College and the employee.

3.1.1. The supervisor and employee will review the Telework Agreement bi-annually. (See Exhibit 5.38C Telework Evaluation Form.)

- 3.2. If an employee or supervisor wishes to modify the work schedule noted on the current Telework Agreement, a new Telework Request Form must be completed. (See Exhibit 5.38A Telework Request Form.)

- 3.2.1. Upon approval, the Telework Agreement will be modified accordingly.

Section 4: Telework Expectations

- 4.1. Teleworking employees are expected to furnish their own office space and supplies except as noted below:

- 4.1.1. Basic office supplies such as paper, pencils/pens, highlighters, post-it notes, paperclips and folders may be obtained from the employee's office area.

- 4.1.2. College-issued laptops are available for use while teleworking.

- 4.1.3. PCC will not assume responsibility for

- 4.1.3.1. the purchase of office supplies outside basic supplies

- 4.1.3.2. the purchase cost, repair, or maintenance of personal equipment that is used for teleworking

- 4.1.3.3. operating costs, home maintenance, or other costs incurred by employees for the use of their homes as teleworking locations

- 4.2. Any issues with an employee's productivity or work performance while teleworking will be addressed in accordance with PCC Policy 5.19 Employee Disciplinary Policy.

- 4.2.1. The employee's immediate supervisor must submit a request in writing to modify or eliminate the employee's telework option to the Office of Human Resources and Organizational Development. (See Exhibit 5.38A Telework Request Form.)

- 4.2.1.1. The supervisor may consult with the Office of Human Resources and Organizational Development to determine the disposition of the request.

- 4.2.2. Whenever possible, the employee will be given two-week's notice if a decision is made to modify or terminate the telework status.

Section 5: Telework Limitations

- 5.1. Teleworking is not intended to be used in place of sick or annual leave.

- 5.2. Teleworking is not intended to serve as a substitute or replacement for child or adult care. If children or adults in need of primary care are in the telework location during employees' work hours, some other individual must be present to provide the care.
- 5.3. Teleworking assignments do not change the conditions of employment or required compliance with policies.
- 5.4. Teleworking employees must adhere to acceptable use procedures outlined in PCC Policy 2.23 Technology Resources Acceptable Use.
- 5.5. No employee may remove confidential files from any PCC campus location.

Section 6: Telework Regulations

- 6.1. Federal OSHA regulations have a limited scope when applied to telework sites.
 - 6.1.1. The teleworking employee is responsible for maintaining a safe working environment in their home.
 - 6.1.1.1. PCC recommends that employees follow guidelines related to workstation setup and safety measures, setting fixed work hours, and rest periods.
 - 6.1.2. PCC neither requires nor allows employees to use hazardous materials, equipment, or work processes in the course of their employment at any telework site.
- 6.2. Employees are covered by the provisions of PCC Workers Compensation Program if injured while performing official duties whether they are on campus, or at an alternate or telework location. (See PCC Policy 5.4.8 Workers' Compensation and Leave for more information.)
- 6.3. For deliveries of items purchased with College or PCC Foundation funds refer to PCC Policy 3.11 Purchasing and PCC Policy 3.15 Employee Use of Credit Cards.
- 6.4. Employees are required to complete a PCC Incident Report (available on the Campus Safety page on the College's website) in the event of an accident or injury incurred while teleworking.

Section 7: Additional Considerations

- 7.1. Many homeowners' policies exclude claims arising from the commercial use of their home.

- 7.1.1. If an employee chooses to use their home for commercial purposes, such as a home office, the employee's homeowner's insurance may be jeopardized as a result of this commercial exposure.
- 7.1.2. PCC encourages teleworking employees to notify their homeowners insurance carrier of their teleworking arrangements and have the carrier issue an endorsement allowing for limited use of the home for commercial purposes.
- 7.1.3. Any additional cost incurred for the insurance rider or endorsement will be at the expense of the employee.

Legal Citation: [U.S. Department of Labor OSHA Directive CPL 2-0. 125 \(Home-Based Worksites\)](#)

History: Effective November 2021; Revised April 2022

Cross-references PCC Policy 2.23 Technology Resources Acceptable Use, Policy 3.11 Purchasing, Policy 3.15 Employee Use of Credit Cards, Policy 5.19 Employee Disciplinary Policy, and Policy 5.4.8 Workers' Compensation and Leave.

Exhibit 5.38A Telework Request Form (form pathway is T:\Personnel Forms and Documents\4) PCC Employee Forms (FT PT- New or Current))

**Piedmont Community College
Telework Request Form**

Section A

Date of Request _____

Employee Name _____

ID # _____

Position Title _____

Department _____

Supervisor _____

Dept. VP _____

This is an

Initial Request

Modification of an existing request

Termination of Telework Option (skip to Section C)

Section B

Please list the physical address of your remote work location(s) below.

Address _____

Describe your remote workspace, including furniture and equipment to be used. Please also note any challenges that you believe may be encountered based on limitations of your designated workspace (e.g. size, lack of internet connection, safety hazards, etc.):

Other than basic office supplies and your PCC-issued laptop, describe any other PCC equipment and software that will be used in your remote work location:

Identify any confidential information or data that may be accessed during teleworking and describe the plan to address security and confidentiality of the information or data while working at the remote location (e.g. use of headphones, privacy, password protected files when needed).

Describe any additional telework job duties and/or expectations (e.g. on-site/off-site meetings, trainings, etc.):

Describe the arrangement. Include whether the request is for full-time or hybrid (part telework/part on-campus). Indicate if there is a change in hours or availability and any additional relevant information that should be considered.

Please share your proposed telework schedule.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am						
8:00 am						
9:00 am						
10:00 am						
11:00 am						
12:00 pm						
1:00 pm						
2:00 pm						
3:00 pm						
4:00 pm						
5:00 pm						
6:00 pm						
7:00 pm						
8:00 pm						
9:00 pm						

Section C

Telework Option Approved as requested

Approved with the following Modifications:

Modifications: _____

Not Approved

Comments: _____

Termination of Telework Approved

Reason: _____

Supervisor Signature _____

Date _____

Employee Signature _____

Date _____

Please submit this original, signed agreement to the Office of Human Resources and Organizational Development. The supervisor should provide a copy of this signed agreement to the employee and retain a copy for their records.

Exhibit 5.38B Telework Agreement (form pathway is T:\Personnel Forms and Documents\4)
PCC Employee Forms (FT PT- New or Current))

**Piedmont Community College
Telework Agreement**

This Agreement is between Piedmont Community College (PCC) and _____
("you") and must be approved by your supervisor and division vice-president with notification to the Office of
Human Resources.

This Agreement supersedes any prior Telework Agreement in place between you and PCC.

Employee Name _____ ID# _____
Position Title _____ Department _____
Supervisor _____ Dept. VP _____

Employee to initial each item below.

- A. We (PCC and you) agree that you will telework in accordance with your normal work schedule unless modified by your supervisor. PCC, at its discretion, may alter this schedule or end the telework agreement at any time, with two-weeks-notice given whenever possible.
- B. You agree to maintain a presence with your Division/Section while teleworking. Presence may be maintained using the technology available such as by computer, mobile phone, email, messaging application, videoconferencing, instant messaging, and/or text messaging during the agreed-upon work schedule. You are expected to maintain the same response times as if you were at your regular work location. You will make yourself available to physically and/or electronically attend scheduled work meetings as requested or required by PCC.
- C. While teleworking, you will work just as if you were in your regular work location and maintain productivity, performance, communication, and responsiveness standards as if you were not teleworking. This Agreement does not change the basic terms and conditions of your employment at PCC. You will perform all your duties as set forth in your job description, and/or different duties that PCC may assign from time to time. Further, you remain obligated to comply with all federal, state, and PCC policies and procedures.
- D. You agree to maintain your expected work hours () as noted below or () attached as a separate document.
- E. If you are a non-exempt employee, you are not to work overtime without prior approval from your supervisor, and you are required to take your rest and meal breaks while teleworking.
- F. You will be solely responsible for the configuration of, and all the expenses associated with your teleworking workspace and all services outside of the college unless PCC expressly agrees otherwise. This includes ensuring and maintaining an ergonomically appropriate and safe teleworking worksite. PCC is not responsible for costs/repairs of personal equipment, operating costs, and/or home maintenance to accommodate teleworking space. Basic office supplies such as paper, pencils/pens, highlighters, post-it notes, paperclips and folders may be obtained from the employee's office area.

Exhibit 5.38C Telework Evaluation Form (form pathway is T:\Personnel Forms and Documents\4) PCC Employee Forms (FT PT- New or Current))

**Piedmont Community College
Telework Evaluation**

Employees who are approved by the college to telework will be required to undergo periodic evaluation to ensure that the teleworking environment is beneficial to both the employee and the college. This evaluation should be completed by the supervisor and reviewed with the teleworking employee.

Employee Name	<input type="text"/>	ID#	<input type="text"/>
Position Title	<input type="text"/>	Department	<input type="text"/>
Supervisor	<input type="text"/>	Dept. VP	<input type="text"/>

Telework Expectations:

- Maintains their normal work schedule unless modified by your supervisor.
- Maintains contact with your Division/Section using the technology available during the agreed upon work schedule. (Computer, mobile phone, email, messaging application, videoconferencing, instant messaging, and/or text messaging)
- Maintains the same response times as expected at regular work location.
- Physically and/or electronically attends scheduled work meetings as requested or required by PCC.
- Maintains productivity, performance, communication, and responsiveness standards and performs duties as set forth in your job description, and/or different duties that PCC may assign from time to time.
- Maintains expected work hours as noted in the signed Telework Agreement.
- Maintains an ergonomically appropriate and safe teleworking worksite.
- (Non-exempt employees) Does not work overtime without prior approval from supervisor and takes rest and meal breaks while teleworking.

Supervisor Comments:

Employee Comments:

Signatures:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee Signature	Print Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor Signature	Print Name	Date

Please submit this original, signed evaluation to the Office of Human Resources and Organizational Development. The supervisor should provide a copy of this signed evaluation to the employee and retain a copy for their records.