

## TELEWORKING

### PURPOSE

In order to maximize operational efficiency, Edison State Community College may permit a flexible work arrangement where an employee is directed or permitted to work remotely from a designated alternative work location.

### POLICY STATEMENT

Teleworking is a management option and not a right or benefit that an employee of Edison State Community College can expect or demand. Not every position is suited for teleworking, nor is every employee. The college may authorize teleworking on a case-by-case basis due to the operational needs of the college, during disasters or emergency situations, including, but not limited to, public safety emergencies, weather associated disasters, or pandemic circumstances, or any other reason that would benefit the college to have an employee perform their assigned job responsibilities at an alternative work location for a specific period of time.

The college may choose to limit teleworking to employees in certain classifications, certain positions, or certain circumstances.

### Provisions

#### A. ELIGIBILITY

1. All telework requests must be approved in advance by the employee's supervisor.
2. In order for an employee to be eligible to submit a telework request, all of the following criteria must be met:
  - a. The duties to be completed via teleworking must be pre-defined, task-based, and able to be performed from an alternate work location in a cost-effective manner;
  - b. Teleworking must not be used as a substitute for obtaining regular dependent care;
  - c. The employee shall not have active discipline and shall not be the current subject of an administrative or internal investigation.
  - d. The employee shall not be on a medical leave or on any other type of leave of absence.

#### B. TERMS AND CONDITIONS OF TELEWORKING

1. A teleworker's duties, obligations, responsibilities, and conditions of employment with the college will be unaffected by teleworking.
2. A teleworker who is considered an essential employee and who is scheduled to work at an alternate workplace on a day that is declared a weather emergency may be required to work at that location or the report-in location of the employee, based on the needs of the college.
3. A teleworker shall not perform any duties associated with outside employment during scheduled working hours unless the employee uses appropriate accrued leave. This prohibition includes the use of any college equipment, software, online computer systems, or supplies to perform any duties associated with the outside employment.
4. Teleworking shall not be used as a substitute for obtaining dependent care. During scheduled working hours, teleworkers shall utilize accrued leave when providing direct care for dependents (adult and minors).
5. An employee who is approved for teleworking shall perform his or her duties at the designated alternative work location during all normally scheduled work hours. However, the college maintains the right to require the employee to change the employee's schedule based on operational needs if the employee's presence is required at the employee's normal report-in location. An employee's supervisor

will make a reasonable effort to notify the employee in the event of a change. Additional reporting, equipment, and alternative work location guidelines may be outlined in a teleworking agreement.

6. Permission to telework and/or a teleworking agreement is revocable at any time, at the discretion of the supervisor or the Chief Human Resources Officer. The revocation of permission to telework shall not be considered a form of discipline.
7. Teleworking is covered under the State of Ohio workers' compensation law for injuries occurring in the course of and arising out of the performance of official duties at the main office or alternate work location. An employee authorized to telework, or someone acting on the employee's behalf shall, before the end of the shift, notify the employee's supervisor of any accident or injury that occurs at the employee's normal report-in location or alternate work location. The supervisor and employee are required to follow applicable policies regarding the reporting of injuries for employees injured while at work. Other than for the injuries discussed above in this section of the policy, the college is not liable for any accidents or injuries resulting from the teleworker's failure to comply with all safety and health rules and regulations or any violation of this policy.
8. The college is not liable for damages to the teleworker's personal or real property while the teleworker is working at the teleworker's normal report-in location or alternate work location, except to the extent adjudicated to be liable under Ohio law.
9. Employees must comply with all public records obligations. Records retention schedules, public records law, and all college policies relating to records apply to telework.
10. At all relevant times, a teleworker must comply with the existing policies and procedures of the college. A teleworker who fails to comply with these policies and/or a teleworking agreement may be disciplined, up to and including termination.

#### **C. EQUIPMENT AND SUPPLIES**

1. The college shall provide or approve the equipment, devices, software, and supplies that are necessary for the employee to conduct agency business while at an alternate work location. A telework request may be denied if equipment, devices, software, or supplies are not available, are cost prohibitive, or do not meet college ITS and security standards. The selection or approval of equipment, devices, software, and supplies shall be at the college's sole discretion. The employee shall notify his or her supervisor immediately of any equipment, device, or system failure that prevents the performance of critical work while teleworking.
2. All equipment, furniture, software, supplies, or other materials purchased or maintained by the employer are to be used only by the teleworker and only for the employer's business in accordance with college policies.
3. Any items purchased by the employer remain the property of the employer and must be returned upon the request of the college. Items must be returned in good condition, subject to normal wear and tear.
4. The teleworker will be responsible for the cost of maintenance, repair, and operation of personal equipment or services not provided by the college, including secure internet access. The college assumes no liability in regard to damage or loss of property owned by the employee at the alternate workplace.

#### **D. ALTERNATE WORK LOCATION**

1. Employees must identify the alternate work location where telework will be performed and must be reachable by phone during all teleworking hours. The location shall be reasonably quiet and free of distractions or any noises inconsistent with an office environment. The employee is responsible for ensuring the alternate work location has adequate internet capabilities and security necessary to perform the assigned work tasks efficiently and confidentially.
2. The alternate work location must provide sufficient privacy to assure the confidentiality of college's records and information. Employees shall protect all data, and extreme care shall be taken regarding

sensitive data (SD) and/or personally identifiable information (PII). All SD and PII shall be maintained in accordance with any applicable federal law, Ohio Revised Code, college policy, standards, and procedures. The college reserves the right to prohibit employees with access to SD and PII from participating in telework at the discretion of the supervisor.

**E. TIMEKEEPING**

1. Employees shall maintain accurate and complete timekeeping records that set forth actual time spent doing college work. Employees scheduled to telework must comply with the college leave procedures in the event of an illness, vacation, or other applicable leave.
2. An employee must have prior approval to work any overtime or to use flex or comp time when teleworking, in accordance with college policies.
3. Employees must document all work performed while in teleworking status in a manner approved by their supervisor. All work performed while in teleworking status is subject to review and audit at the discretion of the department Provost/Vice President or the Chief of Human Resources.

**F. SUPERVISOR RESPONSIBILITIES**

For the duration of a teleworking arrangement, an employee's department Provost/Vice President and/or supervisor must ensure that the work performed at the alternate work location is documented and monitored, consistent with all production requirements and continue to execute all necessary supervisory functions.

**G. CONTACT**

The Chief of Human Resources is available for consultation and questions regarding this policy.

**PERSONS AFFECTED**

All employees of Edison State Community College. Full-time faculty members are subject to the ESEA Contract.