

TELEWORKING

PURPOSE

To support operational efficiency, Edison State Community College may permit employees to work remotely from an approved alternate work location when such arrangements benefit the institution and align with operational needs.

POLICY STATEMENT

Telework is a management option and not a right or guaranteed benefit of employment. Not all positions or employees are suited for teleworking arrangements.

Teleworking may be authorized on a case-by-case basis based on operational needs, including but not limited to business continuity needs, emergency situations, or when it enhances efficiency and service delivery.

The college reserves the right to approve, deny, modify, or revoke teleworking arrangements at any time.

Provisions

A. ELIGIBILITY

1. All telework requests must be submitted in advance and approved by the employee's supervisor.
2. To be eligible for telework, employees must:
 - a. Have job duties that can be effectively performed remotely without negatively impacting operations or service
 - b. Not use teleworking as a substitute for dependent care responsibilities
 - c. Be free of active discipline or ongoing investigation
 - d. Not be on a leave of absence

B. TERMS AND CONDITIONS OF TELEWORKING

1. Teleworking does not alter an employee's job duties, responsibilities, or conditions of employment. Employees are expected to maintain the same level of productivity, accountability, and performance standards as if working onsite.
2. Employees must remain actively engaged in work during scheduled hours and may not use teleworking as a substitute for dependent care. Appropriate leave must be used when the employee is unable to perform work duties.
3. Employees must work their regular schedule unless otherwise approved. Supervisors may require onsite attendance based on operational needs, and reasonable notice will be provided when schedule changes are necessary.
4. Teleworking arrangements may be modified or revoked at any time at the discretion of management and do not constitute discipline.
5. Employees must comply with all college policies and procedures while teleworking, including but not limited to conduct expectations, data security requirements, and public records obligations.
6. Work-related injuries that occur while performing authorized duties at the approved alternate location are covered under Ohio workers' compensation law and must be reported immediately. The

college is not responsible for injuries or damages resulting from unsafe conditions or failure to comply with this policy.

7. Employees must ensure the protection of all college data, including sensitive data and personally identifiable information (PII), in accordance with applicable laws and college policies. The college may restrict telework for positions that involve access to sensitive information.

C. EQUIPMENT AND SUPPLIES

1. The college will determine, provide, or approve the equipment, devices, software, and supplies necessary for teleworking.
2. All college-provided equipment remains the property of the college and must be used only for official business in accordance with college policies. Equipment must be returned upon request in good condition, subject to normal wear and tear.
3. Employees are responsible for maintaining any personal equipment or services not provided by the college, including internet access, and for promptly reporting equipment or system failures that impact work performance.
4. The college assumes no liability for loss or damage to personal property used at the alternate work location.

D. ALTERNATE WORK LOCATION

1. Employees must designate and receive approval for their alternate work location and must remain reachable during scheduled working hours.
2. The alternate work location must be safe, professional, and free from distractions that would interfere with job performance.
3. The employee is responsible for ensuring the alternate work location has adequate internet capabilities and security necessary to perform assigned work tasks efficiently and maintain confidentiality.
4. Employees are not required to reside in the State of Ohio; however, the alternate work location must be within Ohio. Requests to work from a location outside of Ohio must be approved in advance by the Chief Financial Officer and the Chief of Human Resources.
 - a. The College reserves the right to deny or revoke approval based on institutional needs or compliance or regulatory considerations.

E. TIMEKEEPING

1. Employees must maintain accurate and complete records of hours worked while teleworking.
2. Leave must be used and reported in accordance with college policies. Overtime, flex time, or compensatory time must be approved in advance.
3. Work performed while teleworking is subject to supervisory review and audit.

F. SUPERVISOR RESPONSIBILITIES

1. Supervisors are responsible for:

- a. Reviewing and approving telework requests
- b. Monitoring employee performance and productivity
- c. Ensuring work is completed in accordance with expectations
- d. Maintaining regular communication and oversight of teleworking employees

G. CONTACT

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

PERSONS AFFECTED

All Edison State Community College staff, faculty, adjuncts, and part-time temporary employees.