

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	F-I-j	Effective Date:	3/31/2021
Subject:	Non-Faculty Employee Telecommuting Policy		
Source:	Finance & Administration		
Approval Authority:	President	Approval Date:	3/31/2021
History:	Originally approved on 5/4/2020		
Remarks:			

### PURPOSE

To allow eligible non-faculty employees with approval to work one or more days each work week at an alternate site.

### SCOPE

This policy applies to all exempt, salaried McLennan Community College non-faculty employees, and with prior approval only, may apply to non-exempt salaried and hourly non-faculty employees.

### POLICY

- A. Non-faculty employees in eligible, approved positions may telecommute for one day or more per week as determined by their supervisor. Whether a position is eligible for telecommuting is determined by the Vice President/President, in consultation with the Director of Human Resources. The decision is based on the feasibility of working offsite, the duties of the position and the needs of the department. Not all positions or non-faculty employees will be eligible for telecommuting. Non-faculty employees and supervisors must sign and abide to the terms and requirements of the Telecommuting Agreement. Telecommuting arrangements will be evaluated monthly by the supervisor. The terms of the Telecommuting Agreement may be modified or revoked at any time by the supervisor to meet business needs. Non-faculty employees who have received disciplinary action in the last ninety days or who are on a Performance Improvement Plan are not eligible for telecommuting. Non-faculty employees may not telecommute unless authorized by the appropriate Vice President/President and receives a written approval by the Director of Human Resources.
- B. Telecommuting is to be allowed judiciously as an exception to working on campus, is determined by business need on a case by case basis, and is not a non-faculty employee right.
- C. Non-faculty employees must comply with the established work schedule. Non-

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- exempt non-faculty employees may not work off-the-clock, volunteer hours or work after hours. The restriction for non-exempt non-faculty employees applies to all work performed for McLennan Community College to include checking or responding to emails. Overtime hours must be approved in advance and in accordance with established the Compensation for Overtime Work for Non-Exempt Personnel policy (F-II-a,1).
- D. There will be no difference in compensation and benefits for a non-faculty employee that telecommutes versus works onsite.
  - E. Telecommuters must submit leave i.e., sick, vacation or leave without pay, etc. in accordance with established policies when not working the established work hours.
  - F. Telecommuters must agree to work a defined work schedule that is approved by the supervisor.
  - G. Telecommuters must have reliable internet access at the alternate work location(s) and must agree to work at a location authorized by their supervisor. Should the work location change, prior approval from the supervisor is required via updating the Telecommuting Agreement.
  - H. Telecommuters must promptly review and respond to emails, phone calls, and text messages (generally within one hour, or sooner depending on the exact job); complete assigned tasks and projects in accordance with supervisor expectations, be accountable; and available for regular check-ins with supervisor.

## PROCEDURES

- A. The non-faculty employee or supervisor must initiate a Telecommuting Agreement. This requires the supervisor to define the Telecommuter's:
  - a. work location
  - b. work schedule
  - c. duties that will be performed
  - d. work evaluation and monitoring process
  - e. communication methods and requirements
  - f. use of and need for College-owned materials and equipment
  - g. all requirements specific to the Telecommuter and their position.
- B. The Telecommuting Agreement must be approved by the non-faculty employee's chain of command up to the Vice President/President and sent to Human Resources prior to the non-faculty employee working remotely. Non-faculty employee must sign and agree to the expectations and requirements of

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- the Telecommuting Agreement prior to working remotely.
- C. The hours the non-faculty employee works remotely will be considered regular work hours, no special code or distinction for the telecommuting hours on timesheets needed.
  - D. Telecommuters must maintain a safe work environment and shall report work related injuries to their supervisors in accordance with established College Safety policies and procedures. If determined by McLennan Community College to be needed, Telecommuters must allow an authorized College representative to inspect the alternative worksite office.
  - E. Under most circumstances, Telecommuters will be required to use their own equipment to work from home to include, phone, computer, printer, etc.

If equipment, records, and/or materials are provided by the College, those items shall remain College property and Telecommuters must agree to provide a secure location for College owned equipment and materials. Telecommuters must sign a promissory note for all College equipment and materials received and must allow reasonable access to College equipment and materials. Maintenance and repair of College equipment and materials must be approved by the supervisor and shall be done by or through the College Information Systems and Services department. Non-faculty employees must agree to return all equipment, records and materials immediately upon termination of the Telecommuting Agreement or separation of employment while telecommuting.

- F. McLennan Community College will not reimburse the Telecommuter for telecommuting expenses without prior written authorization from the Vice President/President. The College will not pay or reimburse Telecommuters for repair or maintenance of privately owned equipment, unauthorized repair or maintenance of College equipment, internet access, long-distance or local calls, utility costs associated with the alternative worksite, equipment and office supplies as these shall be obtained from the College, unauthorized travel expenses, or any other unauthorized expense associated with telecommuting. Telecommuters are encouraged to do everything electronically as printing costs will not be reimbursed by the College.
- G. Telecommuters that move and plan to continue telecommuting must obtain approval and guidance from the Vice President/President and Human Resources prior to relocating College equipment, records and materials.
- H. Violation of the terms of this policy may be subject to discipline up to and including termination of employment.

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- I. Emergency Telecommuting procedures may be enacted at the discretion of the President of the College and may supersede the guidelines of this policy for a specific period of time.