GORDON COLLEGE
Telecommuting Policy
Procedures, Plans and Standards

OBJECTIVE
This policy is to establish procedures, eligibility requirements, criteria, and responsibilities for approving requests for telecommuting.

OVERVIEW
Telecommuting is the opportunity for an employee to perform their job at a location other than the office or usual place of work. Telecommuting is intended as a temporary accommodation to respond to health, family, or other short-term situations by creating a flexible work arrangement that serves both the needs of the employee, their department and the College. The duration may be up to three months with the possibility of extension.

GENERAL
A. Criteria for Consideration:
1. The following characteristics should be considered when reviewing requests to telecommute. Employees should be:
   a. Self-motivated
   b. Have a proven history of dependability
   c. Independent worker who requires minimal supervision
   d. Well organized with good work habits and time management skills
2. The department head will determine if an individual employee is a good candidate for telecommuting, whether the nature of work is suitable for performance at a remote site, and whether the proposed arrangement will be fair to all employees and in the best interest of the department.

B. Compensation
1. Telecommuters will be compensated for work performed and paid leave taken as if duties were being performed at the office or usual work place.

2. Overtime shall not be worked unless authorized in advance by the supervisor. Failure of the employee to obtain advance approval to work overtime may result in appropriate disciplinary action.
C. Eligibility Requirements:
1. The Human Resource Office will identify job titles and positions as appropriate for telecommuting. Requests will be considered on an individual basis to determine if the duties of the position can adequately be performed by telecommuting.
2. The employee must have completed the evaluation period, have successful performance evaluations, and not be under a performance improvement plan.
3. The employee must have a good knowledge of the job responsibilities.
4. Telecommuting should be voluntary.
5. The arrangement must be in the best interest of the College and department, as well as the employee.
6. The department head may terminate the agreement at any time with written notice.

D. Equipment:
The College will not provide maintenance on an employee’s personal equipment used in telecommuting or costs for personal utility expenses associated with telecommuting.

E. College Guidelines:
All employees are responsible for complying with College guidelines, policies and procedures pertaining to outside employment and should not engage in any outside employment activities during time worked telecommuting.

RESPONSIBILITY AND ACCOUNTABILITY
A. Employee Responsibilities:
1. The employee or the department should initiate the request by preparing a formal proposal.
2. The employee should be able to perform all essential functions and assigned duties, including contact with co-workers, customers or students as determined by the supervisor and department head.
3. The employee must work with the supervisor and department head to determine how work will be assigned and performance measured, work hours, and arranging for employee to return to the work site when necessary regardless of schedule.
4. The employee is responsible for making sure College equipment is safe and that the off site workplace is ergonomically sound, safe and secure. Environmental Health and Safety can provide he employee with a form that gives the guidelines for proper office workstation set-up.
5. The employee is not to conduct "face-to-face" College business at the home site.
6. The supervisor must approve any changes to the employee’s work schedule in advance.
7. The employee should agree not to provide personal care for a child or dependent adult during scheduled work hours. Should a dependent child or adult be at the home site, the employee is responsible for ensuring that another individual remains present to provide primary care for the dependent.

B. Manager Responsibilities:
1. If the department head and an employee informally agree to a telecommuting arrangement, the department head shall contact Human Resources prior to entering into a formal written agreement. Human Resources will determine if duties of the position can be performed through telecommuting.
2. Ensure that the employee is subject to the same rules regarding attendance and leave, and performance reviews as other employees.
3. The telecommuting arrangement should cover the days of the regular workweek. The supervisor should make certain that the employee’s work hours do not fall below the standard normal workweek.
4. If the employee is non-exempt, the supervisor must communicate to the employee that he or she is not allowed to work overtime without prior management approval as described, herein.
5. The department is to ensure employees understand that they are covered by worker’s compensation under Massachusetts State Workman Compensation Law, when performing official duties at an alternate worksite, such as the home.

PROCEDURE
If Human Resources has determined that the duties may be performed by telecommuting and if the department head and employee agree to a telecommuting arrangement, they are to complete a formal, written agreement and submit it to the appropriate Cabinet Officer for approval. The Telecommuting Agreement form is available on the Human resources website (TBD)

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