

**BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

SERIES: 4 | **Human Resources**
RULE: 42.1 | Telecommuting

Scope: Rule regarding the telecommuting policy and procedure for employees at Blue Ridge Community and Technical College.
Authority: W. Va. Code § 18B-1-6
Approval Date: n/a
Effective Date: Upon Passage of Approval

SECTION 1. Purpose

- 1.1. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Blue Ridge Community and Technical College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some positions, but not for others. Telecommuting is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with Blue Ridge Community and Technical College.
- 1.2. The President may enact or withdraw telecommuting arrangements based on national, state and local crises as necessary.

SECTION 2. Eligibility

- 2.1. Individuals requesting formal telecommuting arrangements must have a satisfactory performance record with Blue Ridge Community and Technical College.
- 2.2. Before entering into any telecommuting agreement, the employee and manager, with the approval of the department's Vice President and President, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - 2.2.1 Employee suitability
 - The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - 2.2.2 Job responsibilities
 - The employee and manager will discuss the position responsibilities, the position description and determine if the position is appropriate for a telecommuting arrangement.
 - 2.2.3 Equipment needs, workspace design considerations and scheduling issues
 - The employee and manager will review the physical workspace needs and the appropriate location for the telework.
 - 2.2.4 Tax and other legal implications
 - The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office.

Responsibility for fulfilling all obligations in this area rests solely with the employee.

- 2.3. If the employee and manager agree, a draft telecommuting agreement will be prepared and signed by all parties, and telecommuting will commence. The department Vice President and President will have final approval.
- 2.4. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.
- 2.5. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the position.

SECTION 3. Equipment

- 3.1. On a case-by-case basis, Blue Ridge Community and Technical College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware and/or software) for each telecommuting arrangement. Equipment will be supplied if available and if funds allow. Blue Ridge Community and Technical College will not be responsible to supply typical office furniture, i.e. desk, chair file cabinet, lighting, etc. The human resource and information system departments will serve as resources in this matter.
- 3.2. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Blue Ridge Community and Technical College accepts no responsibility for damage or repairs to employee-owned equipment.
- 3.3. Blue Ridge Community and Technical College reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign, along with their supervisor, an inventory of all Blue Ridge Community and Technical College property received and agree to take appropriate action to protect the items from damage or theft.
- 3.4. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.
- 3.5. Blue Ridge Community and Technical College will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Blue Ridge Community and Technical College will also reimburse the employee for business-related expenses. Reimbursements should be pre-approved and with a monetary limit, depending on departmental budgeting.
- 3.6. The employee will establish an appropriate work environment within his or her home for work purposes. Blue Ridge Community and Technical College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs, modifications or any costs associated with using the employee's residence.

SECTION 4. Security

- 4.1. Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Original, necessary documentation should be delivered to the campus location within a reasonable period of time.

SECTION 5. Safety

5.1. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Blue Ridge Community and Technical College will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

SECTION 6. Time Worked

6.1. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Blue Ridge Community and Technical College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Hours worked should align with the employee's typical, scheduled hours that fall within the College's regular, business hours. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

SECTION 7. Alternative Arrangements

- 7.1. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
- 7.2. Other informal, intermittent, or short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
- 7.3. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

DISTRIBUTION LIST:

- President
- Executive Assistant to the President
- Vice President of Workforce & Engineering Technologies
- Chief Financial and Administrative Officer and VP of PSUT
- Vice President of Information Technology
- Vice President of Enrollment Management
- Dean of Instruction
- Faculty Council Chair
- Staff Council Chair
- Student Board Representative
- WVCTCS Chancellor

Board of Governors Chair

Date

President

Date