

Telework Procedure, 2.15(a)
Chapter 2: Personnel

Purpose:

The College recognizes that for certain positions, or under certain circumstances, teleworking can be an effective management tool to promote increased productivity, energy conservation, preservation of the environment, disaster preparedness, and work/life balance. The following procedures serve as guidelines for implementing the College's Telework Policy.

I. Requesting Telework

Employees that are interested in telework should request the Telework Feasibility Assessment from their Supervisor to begin the process. Review for approval or denial of telework request may take up to 3-4 weeks.

II. Telework Schedule

Telework agreement may apply to a hybrid or fully remote schedule. In either case, the employee will have an established, predictable schedule. The established schedule may be changed upon agreement between the employee and the supervisor and College.

III. Accountability

Employees are expected to maintain a regular work schedule. If these hours are not performed, the Telework Agreement may be revoked and the employee may be subject to discipline.

IV. Communication

To support positive customer service and efficient team communication, employees are expected to utilize the VoIP service provided by the College during all of their scheduled telework hours. Any disruption in VoIP service should be reported immediately to the IT department.

V. Aspects and Terms of Telework

- a. As set forth in the Telework Policy, telework is not intended to permit employees to have time to attend to personal business. Any circumstances which may arise that impacts or impedes the designated telework hours needs to be communicated to the supervisor.
- b. Teleworking may be appropriate in a situation where an employee is incapacitated and therefore restricted in the ability to travel to and from or get around the work location, but is still otherwise able to perform his or her job functions. However, telework should not be used to avoid placing the employee on a leave of absence to which he or she is entitled and has requested. Whereas a request by an employee to telework in a situation such as this may be carefully considered, supervisors should exercise caution in soliciting a telework arrangement from an employee in this case. The Executive Director of Human Resources can provide further consultation in evaluating such a situation.

VI. Virtual Office & Worksite

When working in a home or other location, employees are expected to maintain a professional appearance and a virtual office presence which includes a camera for participating in any virtual meeting. An adequately appointed home or other office is the preferred alternate work location from where an employee may regularly telework. In situations where employees are unable to work out of a home or other office, employees are expected to take all necessary steps to ensure compliance with the Remote Use of Rhodes State College Resources Procedure.

VII. Risk Management

Employees should consider telework-related issues that may impact or be impacted by any applicable insurance on their dwelling if that is to be the site of the alternate work location. Employees who do not have any type of homeowner's or renter's insurance should evaluate whether or not such insurance (at the employee's expense) might be appropriate. Employees who have homeowner's or renter's insurance should investigate if their current coverage is appropriate for teleworking.

VIII. Security and Technology

Employees must adhere to the established standards and protocol relating to information protection and security. Please see the Remote Site Security Procedure. Questions pertaining to these standards should be directed to the Director, Information Technology.

IX. Network or Technology Outages

In the event that the College experiences an outage that interrupts the ability for teleworking employees to access the network at no fault of the employee, the supervisor will communicate alternative expectations for work completion and alternative arrangements may require an employee to complete assignments on site.

X. Time Off

Telework employees should report their inability to attend work as they would on a non-telework day. If over a reasonable period of time a pattern of usage of unscheduled absences in connection with telework days becomes noticeable and the supervisor suspects abuse, the supervisor should address the situation with the employee. If the situation is not resolved to the supervisor's satisfaction, the telework agreement can be revoked and the employee may be subject to discipline.

XI. Telework Agreement

The agreement is intended to capture all of the specifics of the telework relationship. The Telework Agreement should be used, and extra pages may be added as necessary to set forth additional information. See Telework Agreement for additional information.

The Telework Agreement should be kept on file locally within both the employee's department and the Office of Human Resources. If any amendments to the Agreement are agreed to by the employee, the supervisor and College, those amendments should be set forth in writing and kept on file

with the Telework Agreement. Telework Agreement will be reviewed and reevaluated every six months for the first year. Beyond the first year, the Telework Agreement review schedule will be determined by the Supervisor.

XII. Terminating the Telework Agreement

The Telework Agreement can be terminated by either the supervisor of the employee or the College.

- a. A supervisor may determine that it is no longer in the best interest of the College to continue the telework arrangement. For example, a supervisor might deem that an employee's tasks are no longer suitable for telework; find that work product, productivity, or accountability standards are not being met; or a short-term need or other premise that gave rise to the telework arrangement may no longer exist. When a supervisor determines to terminate the Telework Agreement they should provide thirty days' notice unless extenuating circumstances make such notice impracticable.
- b. An employee may also seek to end the telework arrangement by notifying the supervisor that he or she wishes to discontinue teleworking. The employee should give as much notice as is reasonably necessary, preferably a minimum of 30 days, to facilitate regular reporting to the work location. For example, if the teleworking employee and another employee have a shared workspace that each of them uses on non-teleworking days, the supervisor may need time to locate another workspace for the other employee. Generally, notice of intent to discontinue telework should be accepted by the supervisor and notification should be made to the respective Cabinet member and Office of Human Resources.

XIII. Liability

- a. The College assumes no liability for injuries occurring in the employee's alternate work location outside of work hours. See the College's Telework Policy Terms and Conditions for guidelines on injuries within scheduled telework hours.
- b. The College accepts no responsibility whatsoever for the safety, security or suitability of any alternative work site. The College also accepts no responsibility for the personal property of any employee.
- c. In accordance with Ohio and local tax regulations, we must withhold taxes from each location in which you work. It is ultimately your responsibility to ensure your actual tax withholdings and required payments are made in accordance with applicable laws and regulations. The College recommends that you contact your personal tax adviser or accountant for advice related to your specific circumstances.

Related Policies or Procedures:

[Telework Policy 2.15](#)

[Supervisor Guidelines for Implementing Telework Policy Procedure 2.15\(b\)](#)

[Remote use of Rhodes State College Resources Procedure 2.15\(c\)](#)

[Telework Agreement](#)

[Telework Feasibility Assessment](#)

History:

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