

Telework Policy, 2.15
Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Staff

Approved: 04/19/2022

Policy: In order to maximize operational efficiency, Rhodes State College may permit an employee to work remotely from a designated alternative work location. Telework is a management option and not a right or benefit that an employee of Rhodes State College can expect or demand. Telework is authorized by the College on a case-by-case basis based upon the operational needs of the College; during disasters, emergency situations or long term pandemic circumstance; or any other reason that would benefit the College to have an employee perform their assigned job responsibilities at an alternative work location for a specific period of time.

This policy does not exclude the option for employees to work from home or other remote locations on a short-term (single occurrence) basis as approved by the College.

The College may choose to limit teleworking to employees in certain classifications, certain positions, or certain circumstances.

Guidelines:**I. Definitions:**

- a. **Employees:** Staff members who are employed on a regular, annual renewable appointment (including grant funded) who meet the eligibility requirements and are approved to do telework.
- b. **Telework:** Telework is a work arrangement in which some or all of the work is performed at an off-campus work site. Telework is an alternative method of meeting the operational and functional needs of the College and other employees.
- c. **Work Location:** Location where telework will be performed must be reachable by phone, email and other video conferencing solutions during all scheduled telework hours. The location shall be reasonably quiet and free of distractions or any noises inconsistent with an office environment. The employee is responsible for ensuring the alternate work location has adequate internet capabilities and security necessary to perform the assigned work tasks efficiently and confidentially.

II. Eligibility:

- a. All telework requests must be approved in advance by the employee's supervisor and Cabinet member, based on College approved criteria.
- b. The President and Executive Director of HR will have the final review and approval of all telework requests.

- c. In order for an employee to be eligible to submit a telework request, all of the following criteria must be met:
 - i. The duties to be completed via telework must be pre-defined, task based, and able to be performed from an alternate work location in a cost effective manner.
 - ii. Employees must be able to function throughout the scheduled work day without encumbrances, including the loss of internet services, or non-work-related appointments just as if they were on campus.
 - iii. Employees must work during scheduled work hours.
 - iv. The employee shall not have an active discipline and shall not be the current subject of an administrative or internal investigation.
 - v. The employee shall not be on a medical leave or on any other type of leave of absence.

III. Terms and Conditions of Telework:

- a. A teleworker's duties, obligations, responsibilities, and conditions of employment with the College will be unaffected by telework.
- b. A teleworker shall not perform any duties associated with outside employment during scheduled working hours unless the employee uses appropriate accrued leave. This prohibition includes the use of any College equipment, software, online computer systems, or supplies to perform any duties associated with the outside employment.
- c. During scheduled working hours, teleworkers shall utilize accrued leave when providing direct care for dependents (adult and minors).
- d. An employee who is approved for telework shall perform his or her duties at the designated alternative work location during all scheduled work hours.
- e. The College maintains the right to require the employee to change the telework schedule permanently and/or temporarily based on operational needs with as much advanced notice as possible.
- f. Reporting, equipment, and alternative work location guidelines may be outlined in the employee's teleworking agreement.
- g. Permission to telework is revocable at any time, at the discretion of the supervisor and the appropriate Cabinet member. The revocation of permission to telework shall not be considered a form of discipline.
- h. Telework is covered under the State of Ohio workers' compensation law for injuries occurring in the course of and arising out of the performance of official duties at the main office or alternate work location. An employee authorized to telework, or someone acting on the employee's behalf shall, before the end of the shift, notify the employee's supervisor of any accident or injury that occurs at the employee's normal report-in location or alternate work location. The supervisor and employee are required to follow applicable policies regarding the reporting of injuries for employees injured while at work. Other than for the injuries discussed above in this section of the policy, the College is not liable for any accidents or injuries resulting from the teleworker's failure to comply with all safety and health rules and regulations or any violation of this policy.
- i. The College is not liable for damages to the teleworker's personal or real property while the teleworker is working at the teleworker's normal report-in

location or alternate work location, except to the extent adjudicated to be liable under Ohio law.

- j. Employees must comply with all public records obligations. Records retention schedules, public records law, and all College policies relating to records apply to telework.
- k. At all relevant times, a teleworker must comply with the existing policies and procedures of the College. A teleworker who fails to comply with these policies and/or a teleworking agreement may be disciplined, up to and including termination.

IV. Equipment and Supplies

- a. All equipment, furniture, software, supplies, or other materials purchased or maintained by the employer are to be used only by the teleworker and only for the employer's business in accordance with College policies.
- b. Any items purchased by the employer remain the property of the employer and must be returned upon the request of the College. Items must be returned in good condition, subject to normal wear and tear.
- c. The teleworker will be responsible for the cost of maintenance, repair, and operation of personal equipment or services not provided by the College, including secure internet access. The College assumes no liability in regard to damage or loss of property owned by the employee at the alternate work location.

V. Timekeeping

- a. Non-exempt employees shall maintain accurate records that set forth actual time spent doing College work. All employees scheduled to telework must comply with the College leave procedures in the event of sick, vacation, or other applicable leave.
- b. An employee must have prior approval from their supervisor to work any overtime or to change their schedule when teleworking, in accordance with College policies.
- c. For accountability purposes, employees should be able to provide evidence of work completed within their operational deadlines and standards. All work performed while in teleworking status is subject to review at the discretion of the Cabinet Member, President or the Executive Director of Human Resources.

VI. Contact

All questions can be directed to the Executive Director of Human Resources.

Related Policies or Procedures:

[Telework Procedure 2.15\(a\)](#)

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

[Telework Agreement Form](#)

[Telework Feasibility Assessment](#)

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

Compliance References: N/A

History:

	Date:	Reason:
Issued:	04/19/2022	Original policy was reviewed and approved by Board of Trustees
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.