Telework Policy

Policy Number	300.51.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	11/17/2020	**Review Date**	November 2020
References: IT Security Policy			

1. Purpose

To explain when telework is a viable option, who qualifies for telework, and how to approve telework assignments.

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

3.1. Telework can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office.

3.2. Either an employee or a supervisor can request telecommuting as a possible work arrangement during an emergency or reasonable accommodation request.

3.3. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment or the at-will relationship.

Eligibility

3.4. Before entering into any telecommuting agreement, the employee and supervisor will evaluate the suitability of such an arrangement, reviewing the employee suitability and job responsibilities.

3.5. If the employee and supervisor or director agree, a telecommuting agreement will be prepared and signed by all parties, the agreement timeframe will be decided by the department and can end at any time without cause/reason.

3.6. There is no compensation difference for any employee performing remote work under the telecommuting guidelines.

Outcomes

3.7. It is the responsibility of the directors and supervisors to determine what is acceptable work to fulfill the appropriate qualitative and quantitative measure and goals that meet the needs of the department for the continuance of the WETCC mission.

3.8. If the director or supervisor determines that the work is not suitable:

1. The director or supervisor will have a meeting with the employee to discuss the issues of unacceptable work.

2. If the performance has not improved, the employee may be subject to disciplinary actions including up to termination.

3. Equipment that is used to perform telework activities will remain as WETCC equipment and must be kept in well working conditions. (See IT Security Policy – 430.01)

4. Definitions

4.1. Employee. Any person who is currently employed with WETCC, including staff and faculty.

4.2. Supervisor. A person who directly oversees an employee.

4.3. Department Director. A Person who is responsible to oversee all activities within their division.

4.4. Telework. Allows employees to work at home, on the road or in a satellite location for all or part of their work schedule.

5. Procedures

5.1. Employee and supervisor are to complete the Telework Agreement whenever telework is considered.

5.2. The completed agreement will be maintained by both the employee and the supervisor with a copy in the personnel file.

5.3. Employee is to complete assigned tasks.

5.4. Employee is to remain engaged and committed to the roles and responsibilities for which they were hired to perform.

5.5. Supervisors are responsible to ensure work is completed and assigned employees are productive.

Revision History

Rev. Date	Rev. No.	Revision
01/03/2025	2.	Housekeeping; New Format; Custodian Change Change IT Equipment Usage Policy to IT Security Policy
11/17/2020	1.	Original