

## TELEWORKING POLICY

Teleworking permits employees the flexibility to work at home for all or part of their workweek. Butler County Community College considers teleworking to be a viable, flexible work option; however, teleworking may be an appropriate arrangement for some employees and positions, but not for others. All telework must be pre-approved by the employee's supervisor and in certain circumstances by Human Resources. Teleworking is not a College-wide benefit, and does not change the employment relationship between the employee and Butler County Community College. All College policies and procedures, and state, local, and federal laws remain in effect for all employees. It is the policy of Butler County Community College to allow or require employees, in appropriate situations, to telework.

Temporary teleworking arrangements may be approved for circumstances such as inclement weather, emergencies resulting in Campus-closure, or other extenuating circumstances. These arrangements are approved on an as-needed basis only, with no expectation of ongoing or permanent continuance.

### Teleworking Requirements

1. All performance objectives and work tasks must be clearly defined with measurable results for the position.
2. Teleworking employees must continue to work the required hours per day, and if unable to do so, take appropriate leave.
3. Teleworking is not to be used as a substitute for sick time.
4. Proper precautions must be taken to ensure confidentiality and protection of sensitive information.
5. All records and information will remain the property of the College.
6. Employees may be required to report to a Butler County Community College Campus location in the event a circumstance cannot be handled remotely.
7. Employees must maintain an open-line of communication with supervisors, peers, and other College stakeholders in order to ensure continuation of College operations and be available during core office hours (8:00 a.m. to 4:00 p.m.). If the employee is unable to meet this requirement, leave time must be used.
8. Employees are not responsible for purchasing office supplies including but not limited to, paper, writing utensils, printer ink, etc., but are responsible for communicating the need with College Business Services to obtain necessary supplies.
9. Employees must maintain a satisfactory level of performance, as deemed by their supervisor, while teleworking. If a satisfactory level of performance is not met, the teleworking privilege will be terminated and the employee will be required to return to Campus.
10. Employees are required to attend all meetings, activities or other obligations, either face-to-face, or online using GoToMeeting, Zoom, etc., where appropriate.
11. Teleworking must not result in a reduction of service to internal or external customers or co-workers, or a reduction in productivity.
12. Non-exempt employees must obtain prior approval for overtime before overtime hours are worked during any approved period of telework.
13. A Daily Remote Work Summary Report will be submitted to the employee's supervisor to ensure productivity. Productivity concerns will be directed to the Executive Director of Human Resources/Equal Opportunity Compliance Officer.

### Equipment

On a case-by-case basis, Butler County Community College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware and software) for each teleworking arrangement. The Human Resources Office, Information Technology Department, and Educational Technology Department will assist with determining eligibility and need. Equipment supplied by the College is to be maintained by the College and to be used for business purposes only.

The employee will establish an appropriate work environment within their home for work purposes. The College is not responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, or for repairs or modifications to the home office space.