

Hartnell College Teleworker Program: Guidelines & Handbook

Overview

Teleworking, sometimes called

Section 1: General Provisions

A. Policy Statement

It is the policy of the Hartnell Community College District to permit telework arrangements as provided by this policy when it is in the best interests of the District and when it will enhance the productivity of the employee.

B. Scope

This policy applies to District c

discretion based on the nature of the work being performed and other business considerations. A teleworking agreement (see appendix 1) must be completed and signed by the employee, the employee's supervisor, the area vice president, and the superintendent/president. The arrangement is voluntary, and participation does not alter an employee's employment relationship with the District, nor does it relieve an employee from the obligation to observe all applicable District rules, policies, and procedures. All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, sick leave, and overtime, remain the same as if the employee worked only at his or her regularly assigned place of employment.

E. Agreement and Approvals Required

A teleworking agreement must be completed and signed by the employee, the employee's supervisor, the area vice president, and the superintendent/president, prior to beginning the teleworking arrangement. A copy of the agreement must be placed in the employee's personnel file.

The agreement must contain at least the following information:

1. Description of Work. The agreement must contain a description of the general nature of the work to be performed by the participating employee, as well as a typical work project or assignment, or a description detailing the work to be performed.
 - a. The description of the work shall make note of whether there are any duties listed in the employee's normal job description that will be affected by the telework arrangement, and specify how that work will be completed. For instance, if the job description requires that the employee participate in weekly staff meetings, the description of the work shall specify how, through technology or other arrangement, this will be accomplished.
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B. Supervisory Considerations

Supervisors have the discretion to recommend approval or denial of an employee's request for teleworking based on job or business-related criteria. The decision whether to allow teleworking resides with the superintendent/president or designee.

A supervisor's discretion to recommend or not recommend individual employee participation will be guided by factors contained herein.

After a teleworking agreement is approved, the supervisor is required to use his or her best efforts to provide the appropriate technology, equipment, supplies, and other assistance for the employee to perform his or her job successfully through teleworking.

Supervisors must ensure that all sensitive and confidential information relating to District work is protected and secured when the employee is accessing information from the remote location.

C. Employee Considerations

In general, teleworking is appropriate only for non-probationary employees who:

1. Have the abilities to successfully organize, manage time, and work independently and productively with minimal supervision;
 2. Have at least a satisfactory work performance history;
 3. Have not been discipline006 Tc 0.006 Te/P e tee ai2. 4025 EF6 a It A A P < 166 (8-4 (n)-5(o(4dre
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7. Have work that is portable, meaning that employees must be able to reasonably complete their assignments without physically interacting with equipment, systems, or people who are at a campus worksite;
 8. Have work that is amenable to remote evaluation, both in terms of quantity and quality;
 9. Do not require face-to-face supervision in order to telework. The employee must not require frequent face-to-face interaction and
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- g. That can remain compliant with current California laws and regulations and District collective bargaining agreements or working conditions requirements while teleworking;
- h. That do not provide crucial office or workplace coverage necessary for the smooth operations of the campus unit to which they are assigned.

2. In general, positions that are not suitable for teleworking are:

- a. Those involving significant face-to-face customer service duties, like library clerks, office receptionists and assistants, or food service workers.
- b. Those involving interaction with, and improvement to, campus facilities, such as custodial, maintenance, and grounds employees, or computer repair employees.
- c. Those involving significant supervision of personnel and offices.
- d. Those that involve significant face-to-face interaction with other employees and/or students.
- e. Those requiring specialized equipment, supplies, or materials available only at the worksite.
- f. Those involving confidential documents or information that cannot be reliably secured through remote work.

E. Alternate Work site Considerations

The alternate worksite will be the exclusive area that the employee will work while teleworking. This site must conform to certain minimal standards.

1. Employee responsibility regarding worksite:

- a. Employees participating in teleworking must have and maintain a healthy and safe environment at the remote
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applicable District policies. The District will not reimburse employees for out-of-pocket expenses for materials and supplies that are reasonably available at the regularly assigned place of employment.

- c. Only District-approved software shall be used for connecting with the Distr .

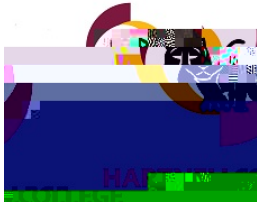
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agreement. Non-exempt employees may not work overtime without prior written permission from their supervisor. Non-exempt employees may not work on weekends or holidays without prior written permission from their supervisor.

- d. Breaks. Non-exempt employees must take breaks, including meal periods, just as if they would if they were reporting to work on campus.
- e. Leave. Pursuant to established District policies and collective bargaining agreements and working conditions, employees must obtain supervisory approval before taking accrued and available leave.
- f. Emergencies. Employees participating in the telework program may be required to work when their counterparts on campus cannot work, such as during inclement weather, emergency building closures, etc. Conversely, employees participating in the telework program will notify the District when the weather, emergency closure, or other unforeseen instance prevents them from working at the alternate worksite.

4. Liability issues

- a. Injuries at Remote Worksite. The District assumes no liability for injury at the remote worksite to any other person who would not be in the work area if the duties were being performed at the regular place of employment. An employee injured while participating in teleworking must notify his or her supervisor immediately and complete all requested documents. Workers' compensation rules apply to injuries arising out of and in the course and scope of employment.
 - b. Damages to Personal Property and Operating Costs. The District will not be liable for damages to employee-owned equipment being used in teleworking or that may result from teleworking. The District will not be responsible for operating costs, home
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APPENDIX 1

HARTNELL TELEWORKER AGREEMENT

This telework agreement between Hartnell College and _____ (Employee) describes the terms and conditions of participation in the _____ telework program.

DESCRIPTION OF GENERAL NATURE OF THE WORK (include typical work project; attach job description; if job description lists duties affected by telework, specify how that work will be completed) _____ :

1. Employee participation in the _____ telework program is voluntary and not a guaranteed right, and the employee will adhere to all applicable guidelines and policies.

COMPELLING REASON TO REQUEST TELEWORKING:

2. During the hours the employee is on duty, he/she must be accessible by telephone, Google Chat or its equivalent, and e-mail at all times, excluding normal breaks and lunch time.

The parties agree to use the following types, levels, and frequency of communication:

3. Frequency of telework (check one):

Regular Episodic/Situational

- a. For Regular Telework: A regular telework employee will
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Hartnell College

Alternately, the telework agreement would comply with the employee's medical restrictions with the following modifications:

(If modifications are listed, HR should reroute this agreement to the employee and supervisor to initial and date the modifications before moving the agreement forward).

Human Resources

Date

3. Area vice -president:

I ____agree ____disagree with this recommendation:

Area vice president

Date:

TELEWORK REVIEW FORM

1. Attach a current position description and telework agreement; if applicable, make note of any significant changes since last review.
2. If goals were set at the last review, attach a copy of these goals and comment on the employee's progress.

Competencies (Depending on position, some competencies may be more relevant than others.)

5. Exceptional:	Consistently superior and significantly exceeds expectation/agreement.				
1. Unsatisfactory :	Consistently fails to meet minimum expectation/agreement; employee lacks skills required or fails to utilize necessary skills.	5. Exceptional	4. Highly Effective	3. Proficient	2. Inconsistent
N/A-New/Not					1.

3.

Review Summary (attach additional pages as necessary)

1. List all aspects of employee's performance that contribute to his or her effectiveness.
2. List aspects of employee's performance that require improvement for greater effectiveness.
3. In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?

Goal Setting and Development Planning

4. List the employee's goals for the coming year:
5. How do these align with departmental goals?
6. List the employee's development goals for the coming year:
7. In the coming year, how will you provide guidance and assistance for the employee to accomplish his/her goals?

This annual telecommute review will become part of your Hartnell personnel file. Please sign below to acknowledge that you have received this document.

Employee's Signature:

Date:

Supervisor's Signature:

Date: