

College Procedure: 404.6 - Teleworking
Policy Reference: 404 - Employment Relationship
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 3/5/2012

Version Number: 4
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

Kirkwood Community College considers teleworking to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Teleworking allows an employee to work at home, on the road or in a satellite location for all or part of their regular workweek. Teleworking is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement or an organization-wide benefit and teleworking in no way changes the terms and conditions of employment with Kirkwood Community College.

The Procedure

Either an employee or a supervisor can suggest teleworking as a possible work arrangement.

Short-term teleworking, which is defined as 1-5 working days, requires supervisor and Cabinet member approval. Teleworking that will exceed 5 working days in duration requires the approval of the supervisor, Cabinet member and Human Resources. Telework arrangements for medical reasons requires the approval of Human Resources.

Any teleworking arrangement may be discontinued, without cause, at any time at the request of either the teleworker or Kirkwood.

Equipment:

Kirkwood Community College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telework arrangement on a case-by-case basis. Human Resources and Information Technology will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. The employee will maintain equipment and supplies supplied by the employee. Kirkwood accepts no responsibility for damage or repairs to employee-owned equipment. The College reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be

used for business purposes only. The teleworker should sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all College property must be returned to the College unless other arrangements have been made.

Consistent with the organization's expectations of information asset security for employees working at the office full-time, teleworking employees have the obligation to ensure the protection of proprietary College and customer information accessible from their home office.

The employee will establish an appropriate work environment within their home for work purposes. Kirkwood Community College will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a workstation designed for safe, comfortable work.

After equipment is delivered, a designated representative of Kirkwood Community College will visit the employee's home work site to inspect for possible work hazards and suggest modifications. If a personal visit is not feasible, the employee is required to send pictures of the work site. Repeat inspections will occur on an as-needed basis. Injuries sustained by the employee while at their homework location and in conjunction with their regular work duties are normally covered by the College's workers' compensation policy. Teleworking employees are responsible for notifying the employer of such injuries in accordance with College workers' compensation procedures. The employee is liable for any injuries sustained by visitors to their work site.

Kirkwood Community College will supply the employee with appropriate office supplies (pens, paper, stapler, etc.) for successful completion of job responsibilities. The organization will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, travel, etc. that are reasonably incurred in accordance with job responsibilities and with prior approval by the appropriate individual.

Arrangement:

The employee and manager will agree on the number of days of teleworking allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, email, or other communication during the agreed upon work schedule.

Teleworking employees will be held to a higher standard of compliance (self-policing) than office-based employees due to the nature of the work arrangement. Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telework agreement.

Prior to entering into any telework agreement, the employee and the supervisor, with the assistance of Human Resources, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- Employee Suitability - the employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworking.
- Job Responsibilities - the employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement.
- Equipment needs - workspace design considerations and scheduling issues.
- Evaluation Criteria for Telework Performance – Human Resources and the supervisor will discuss and determine evaluation and productivity measures for telework beyond 5 working days in duration.

Performance Expectations:

Evaluation of teleworker performance will be consistent with that received by employees working at the office, but may focus in particular on work output, availability, communication, and completion of objectives while working remotely. It is the expectation that teleworkers be available during their working hours. Teleworkers may need to periodically travel to campus, subject to departmental needs. A failure to meet job expectations while teleworking will result in the arrangement ending.

The availability of teleworking as a flexible work arrangement for employees of Kirkwood Community College can be discontinued at any time at the discretion of the employer. Every reasonable effort will be made to provide 15 days' notice of such a change to accommodate commuting and other problems that may arise from such a change. There may be instances where no notice is possible.

Safety:

Employees participating in the teleworking program cannot have clients, vendors or other non-college employees at their workplace. Face-to-face meetings must occur at a Kirkwood worksite or at a site other than the employee's home.

References

Telework Agreement

Definitions

Term	Definition
Term 1	
Term 2	

Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	03/05/2012	Jim Choate, Vice President, Finance	
2			New template 5/16/2017
3		Cabinet	Procedure template 6/12/2019
4			Revisions by Vice President, Human Resources 7/31/2020