

Administrative Procedures	
Procedure 267.1A Policy 267	<b>Telework Procedure</b>

## 267.1A Telework Procedure

### I. Purpose

Lower Columbia College encourages and supports telework for positions that are suited for telework to provide flexibility for employees and as a means of achieving administrative efficiencies while following the mission of the College.

### II. Definition

Lower Columbia College (hereafter referred to as the College/LCC) defines telework as working at an alternate worksite such as a private residence or other location that is not the official working location for one or more days per week, month, or selected time period.

Occasionally working off-site for a few hours or a day does not require a formal Telework Agreement. These types of informal arrangements are permitted, but must be arranged between an employee and their supervisor.

Telework is a workplace alternative available through a mutually agreed upon arrangement between an employee and their supervisor. The arrangement is not permanent and may be terminated by the employee or the College at any time. If a telework agreement is terminated or changed and an employee is required to return to campus (beyond an occasional or infrequent requirement to come to campus), they will be required to return to campus at their own cost with reasonable written notice (no less than 10 calendar days but every effort will be made to give as much notice as possible, up to 30 calendar days) of a need to return to campus.

Telework shall not negatively impact Lower Columbia College's service to students, adversely impact other faculty and staff, or interfere with efficient conduct of daily College business or the employee's ability to perform the functions of their job.

Telework agreements do not change conditions of employment, expectations of the position, or required compliance with College policies and procedures.

There may be situations where telework is considered a medical accommodation for an employee.

### **III. Position Suitability**

A suitable position is a position that can be, at a given time, conducted from a remote location without negatively impacting quality of work or College operations. Position suitability is determined by Human Resources and the employee's supervisor.

A suitable position meets the following criteria:

- The position allows for flexibility regarding face-to-face interaction and coordination of their work with other employees, their supervisor, students, and/or the public
- Some or all of the work activities are portable and can be performed effectively while working away from the LCC campus
- Technology to support assigned work activities is available; provided by the employee and/or the College
- Work performance can be evaluated using methods other than measuring time spent on the job (performance evaluations will follow applicable collective bargaining agreement provisions and College procedures)
- The position does not require immediate access to equipment, documents, or other information located only on campus

Other factors for consideration when determining a position's suitability:

- Nature of the work
- Employee's job performance history
- Potential impact to the service to students
- Potential impact to efficiently conducting college business
- Effect on workload
- Departmental competing leave requests/scheduled time off/telework schedules that would impact the ability to conduct college business
- Telework location outside of Washington and Oregon state

The above list of factors is not an exhaustive list. Supervisors and/or the applicable Vice President and HR may use their discretion in approving telework.

### **IV. Employee Suitability**

Employees suitable for telework must meet the following requirements:

- Employee's position is considered suitable
- Employee is not involved in corrective or disciplinary action, a disciplinary investigation, and does not have past performance issues that could negatively impact teleworking
- An approved telework agreement is in place prior to teleworking

### **V. Telework Location Outside of Washington & Oregon State**

Locations outside of Washington and Oregon require additional cost and administrative burden to the College and will only be approved in very limited circumstances. These arrangements require Supervisor, Vice President and HR approval in order to ensure the College's legal obligations are met.

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Employees may be granted approval to telework in locations outside of Washington and Oregon state if they meet all of the following criteria:

- They can connect remotely to all needed databases and resources to do their job. This includes both hardware and software. It may not be feasible to do repairs or customize equipment for different locations.
- They can work hours that closely match their regularly assigned schedule based on Pacific Standard Time (PST).
- There will be no substantial additional cost or administrative burden to the College for payroll, hardware or connection issues.
- They will be required to return to campus at their own cost with reasonable written notice (no less than 10 calendar days but every effort will be made to give as much notice as possible, up to 30 calendar days) of a need to return to campus.
- This is a temporary location change and not a permanent residence change (unless there is an approved agreement).

Approved out-of-state teleworking employees must promptly notify Human Resources of an address change that impacts their payroll deductions. Employees must also update their address in ctcLink.

#### **VI. Employee Responsibilities**

An employee's work responsibilities and scheduled work hours will not be affected by a telework arrangement.

Teleworkers are responsible for maintaining effective workflow and communication among co-workers, supervisors, students, etc. Professional standards and job performance requirements remain. Employees in telework arrangements are still required to comply with all College policies and procedures. Failure to perform adequately or comply with policies and procedures, may result in a termination of the Telework Agreement and/or corrective or disciplinary action.

An employee may be the primary source of care for a dependent while they are teleworking as long as it has been pre-approved by their supervisor and HR. The role of HR is, in part, to ensure consistent application of the procedure across the institution. The College may revisit or withdraw approval to telework while caring for a dependent if the employee is not able to effectively perform their assigned work. If the telework agreement is terminated as a result, the College will provide notice as described above.

The employee must maintain a telework worksite that is reasonably free of hazards and is maintained in a safe and secure manner. The employee is liable for any injuries to third parties or family members or any damage at the telework worksite.

Lower Columbia College shall provide worker's compensation and liability protection as obligated by the State statutes for the employee while they are in the course of employment within the agreed upon location and defined work schedule. The College assumes no responsibility for injury to any other persons at the employee's residence or the alternate workspace within it. The College is not liable for

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any activity, damages, or injury, which is not directly associated or resulting from the employee's official job duties for which the College has no ability to exercise control.

The employee will maintain public records in compliance with the Public Records Act and records retention schedules.

### **VII. Work Hours & Accessibility**

The employee's number of work hours per week remains the same even if they telework. Teleworking hours will be specified in the Telework Agreement. For all non-faculty employees, HR must be notified of any schedule changes that are not temporary or one-offs prior to the schedule change taking place. Any changes to the Telework Agreement must be approved by the supervisor in advance.

The supervisor and the employee must comply with all applicable laws, rules, policies, procedures, & collective bargaining agreements, including but not limited to:

- Work hours
- Meal and break periods
- Leave
- Employee conduct and ethics
- Performance expectations
- Communication procedures
- Confidentiality

During telework hours, employees must be accessible to their supervisor, co-workers, and others that they normally interact with. Requests for leave will follow normal procedures.

When the campus is closed due to weather or other emergency and all operations are suspended, the suspension also applies to those who are teleworking. Suspended operations rules related to pay and leave would apply.

In the case of an alternate worksite emergency such as power outage, a teleworking employee is required to either report to another suitable work location, such as their office/work space on campus (unless the campus is also affected by the emergency), submit an appropriate leave request, or make an alternate arrangement with their supervisor.

### **VIII. Equipment, Supplies, & Workspace**

The telework site is considered an extension of the College for limited purposes while the employee is in telework status. An employee in telework status will be available during the approved work schedule for phone calls and other methods of communication.

The employee will work with HR and IT to ensure that computer hardware, software, and equipment used for telework meet security and confidentiality requirements.

Supplies necessary to complete work at the telework site such as paper and other office supplies, are to

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be obtained from the on-campus office/department and will not be shipped to an off-site location. Lower Columbia College will not reimburse employees for purchased office supplies for the telework site that would not be purchased normally. The College will not reimburse an employee for printing costs. All printing is available on-campus.

The employee assumes responsibility for all costs associated with teleworking other than costs referenced in the Telework Agreement. Individual tax implications, auto/home owner's insurance, losses from a fire or theft, or incidental residential utility costs are the responsibility of the employee.

The employee may not conduct in-person college business meetings at the telework site.

No College equipment/furniture may be removed from the College for use at a telework location without going through the check-out process on the [Equipment Check-out Request Form](#). At the College's request any equipment/furniture removed will be returned on the next business day or a mutually agreed upon day. Any equipment/furniture that is removed to the telework site will not be duplicated at the College site. The Employee is responsible for returning the equipment/furniture to the College when it is needed by the employee at the College.

#### **IX. Security**

Products, documents, and other records used and/or developed while teleworking shall remain the property of and be available to Lower Columbia College, unless otherwise addressed in collective bargaining agreement provisions. Confidential or restricted access materials may not be taken off campus without appropriate prior approval. The security of any confidential or restricted access materials removed from the office with appropriate approval is the responsibility of the teleworker.

The employee is required to comply with all College policies related to equipment, data security, data confidentiality, and hardware/software manufacturers' licensing agreements.

#### **X. Telework Agreements**

Regular or project-specific telework that has a specified duration of time requires an approved Telework Agreement signed by the employee, the employee's supervisor and Human Resources. The Telework Agreement will set forth the specific telework schedule. Telework Agreements expire June 30 of each year or earlier if identified in the Telework Agreement. To continue telework after a Telework Agreement has expired, a new Telework Agreement must be submitted.

Failure to comply with the Telework Agreement may result in the immediate termination of the agreement, and may also result in corrective or disciplinary action.

Employees whose telework agreements are either not approved or are terminated by the College may seek reconsideration by their supervisor, Vice President, or HR.