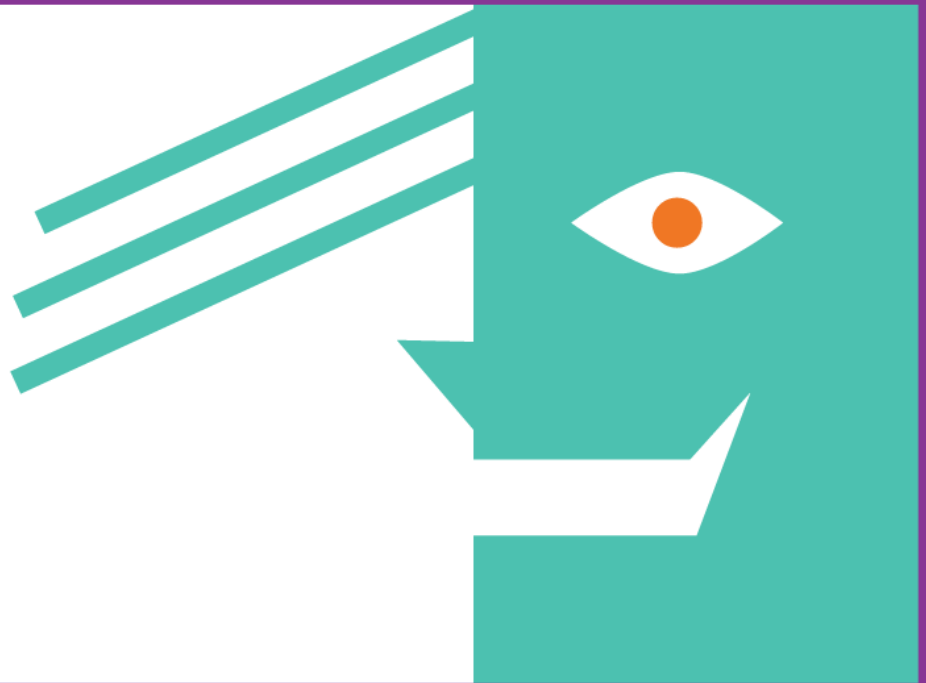




SOUTH TEXAS
COLLEGE

TELECOMMUTING PROCEDURES



**PREPARED BY:
THE DIVISION OF FINANCE
AND ADMINISTRATIVE SERVICES**

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Purpose

South Texas College (College) permits employees to telecommute when it serves the best interests of the College.

During emergencies, specific circumstances, and when feasible, as approved by the supervisor, employees may be permitted or required to perform their job duties remotely. Telecommuting is **not** expected to be regularly recurring unless required by the nature of the position.

Scope

These procedures apply to employees of the College, excluding those positions as detailed in this procedure.

Criteria

Approval to telecommute is not an entitlement and is approved on a case-by-case basis by the supervisor and one higher-level chain of command). Telecommuting arrangements are subject to renewal or termination at any time due to job-performance concerns, disciplinary actions, or to meet the needs of the department or College.

A telecommuting arrangement is appropriate only when both the abilities of the employee and the nature of the work to be performed meet the minimum criteria. Supervisors have the discretion after considering the circumstances to approve or deny an employee's request to telecommute.

The required minimum criteria are as follows:

A. Telecommuting is appropriate for employees who:

- Can successfully manage time, work independently and productively with minimal supervision, and have at least a satisfactory work performance history;
- Have a thorough knowledge and understanding of their job functions and the equipment required for the alternative work arrangement;
- Have access to a working remotely site that is safe and free from interruptions; and,
- Must provide the security necessary to protect any College information and equipment used during telecommuting.

B. Employment positions considered for telecommuting:

- Regular, temporary, full-time, and part-time employees;
- Have job functions that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a unit;
- Do not require an employee's presence or at the regular place of employment on a daily basis;
- Allow for an employee to be as effectively supervised as they would be if the job functions were performed at the regular place of employment;
- Have an emphasis on the electronic exchange of information by means of a computer, phone, or any other technology equipment;
- Involve a measurable or quantifiable work product.
- Work functions and duties extend after hours (e.g. CLE tutors)

C. Employment positions that are **not** suited for telecommuting:

- Require physical presence at the College to have regular face-to-face contact with students, supervisor, other employees, or the public;
- Require routine access to information or material that is available only at the regular place of employment; or,
- The nature of the position does not allow for telecommuting.

Responsibilities

A. Employee Responsibilities

Employees approved to telecommute shall adhere to all policies and procedures that the employee would have to adhere to if working in their regular place of employment, including but not limited to:

- notify the supervisor at the start of the workday.
- perform job duties, responsibilities, and other projects as assigned;
- maintain accurate documentation to support hours worked while telecommuting and submit weekly [Time and Effort Report](#);
- work their regular or assigned work schedule, non-exempt employees must maintain a 40-hour workweek and submit weekly [Time Adjustment Request Form](#); exempt employees must work the number of hours necessary to complete the job functions and requirements of the job;
- remain productive and responsive during their scheduled work hours;
- respond to work-related business via a telephone call, email, text, virtual meeting, or other methods of communication as required.

- take reasonable precautions necessary to secure College equipment and to protect it from damage or theft;
- take reasonable precautions necessary to protect all sensitive and confidential information as per [Policy #4714 Acceptable Use of Information Resources](#);
- be available to work at their regular place of employment, as requested by the supervisor;
- notify the immediate supervisor and Office of Human Resources of any work-related incidents;
- provide accurate and current contact information to the immediate supervisor.

B. Supervisor Responsibilities

- determine whether the employee's duties may be completed when telecommuting;
- review and approve the employee's telecommuting arrangement;
- Review and approve the Telecommute Agreement once a semester (Fall, Spring, and Summer).
- review and approve the employee's time and effort reports and time adjustment request forms for non-exempt employees ;
- determine which employees will receive approval to be provided appropriate equipment and system access required to telecommute;
- assign work, monitor progress, and follow up on assignments with employees completing the agreed-upon work assignments and outcomes;
- evaluate the performance of the employee such as reliability, responsiveness, and the ability to work independently;
- schedule communication meetings, including methods of disseminating information and assignments to the employee;
- request a telecommuting employee to work at their regular place of employment, as necessary;
- require employees to take reasonable precautions necessary to safeguard the equipment and protect from damage or theft;
- take reasonable precautions required to protect all sensitive and confidential information as per [Policy #4714 Acceptable Use of Information Resources](#) and security guidelines;
- report work-related incidents to the Office of Human Resources immediately;
- adhere to all the College's policies and procedures.
- On an ongoing basis, the supervisor and employee review work schedule and job duties and adjust activities and work schedule as necessary.

C. Telecommute Documentation

- Exempt and non-exempt employees are required to submit weekly timekeeping and work documentation reports to the Supervisor.
- Faculty and federal and state work-study students are not required to complete timekeeping and work documentation reports.
- Time and effort reports and related telecommute documentation are to be maintained by the Office of Human Resources.
- In accordance with FLSA regulations, the logging and submission of daily worked hours are required by all non-exempt employees. The College requires all exempt employees to submit their daily work hours weekly.

Request to Telecommute

A telecommuting agreement shall be submitted once per semester, prior to the start of the telecommute arrangement. Subsequent to supervisor approval, the employee may commence telecommuting. A telecommuting time and effort report shall be submitted by the employee to the supervisor following the telecommuting assignment.

1. A need to telecommute is initiated/requested as appropriate by the employee to their supervisor subject to the purpose and criteria requirements.
2. A telecommute agreement is completed by the employee and/or supervisor.
3. Supervisor reviews the agreement. If approved, continue to step 4. If denied, justification for denial is communicated to the employee by the supervisor.
4. Supervisor routes the agreement to the financial manager/dean for review. If approved, continue to step 5. If denied, justification for denial is communicated to the employee by the supervisor.
5. Supervisor informs Information Technology, as necessary.
6. Information Technology performs clearance of equipment, security, and software on College-owned assets and devices. When cleared, Information Technology informs supervisor and employee, as necessary.
7. The employee commences telecommuting as appropriate in accordance with the agreement.

Definitions

1. Telecommuting – means to work from a remote site not considered the employee’s regular place of employment.
2. Regular place of employment – the location where an employee customarily reports for work and where work is performed.

Resources

1. Please access the Telecommute Agreement and Telecommute Time and Effort report in the Employment Resources under Human Resources <https://hr.southtexascollege.edu/index.html>.

Document History

| Date Created: 6/23/20 | |
|-----------------------|---|
| Date Modified | Summary of Modification |
| 7/16/21 | Include specifics regarding submission of Telecommute Agreement. Telecommute Agreement, and T&E report will be maintained by Human Resources. Included the Dean role. |