

## Telework Policy for Staff and Administration

Scope: This policy applies to all full-time and part-time benefitted staff and administration employees.

Policy:

Telecommuting arrangements are intended to help the college meet the changing needs of our students and our employees: recruit and retain high performing employees; and provide more flexible work arrangements for our employees. The College considers telecommuting to be a viable work option that addresses the business needs of the college, promotes the hiring and retention of a high performing workforce, supports equity and the college's ability to continue effective operations should the situation arise.

The College of Southern Maryland is a community college, and as such values the community it creates among its employees as well as students. While the Covid-19 pandemic illustrated that much college work can be performed off-site, some onsite employee presence is necessary to maintain the college culture. Telecommuting may be appropriate for most employees and positions but not for others.

Telecommuting arrangements must be approved by the employee's supervisor and member of President's Cabinet.

### Definitions

1. **Telecommute:** A work arrangement that allows an eligible employee to work at an alternate location, during a part of their authorized work schedule, instead of commuting to their assigned college work site. It is expected that a minimum of 60% of the employee's work time will be at their assigned college work site and not at the alternate work location (i.e. home), with the exception of remote work positions defined below.

There are two types of telework arrangements for employees in telework eligible positions:

- **Occasional telework:** Occasional telework arrangements are approved on a case-by-case basis, are infrequent, and not a regular telework schedule. Occasional telework can allow employees to attend to unplanned or emergency household appointment needs, continue to perform work during workplace disruptions, including suspended operations, or provide uninterrupted time for project work. Occasional telework does not require a telework agreement, however approval must be documented, which can be done by email. Occasional telework is not appropriate as a substitute for sick time off and should not be used when the employee's own or a family member's illness or injury interferes with the employee's ability to perform their work (or to use for child care?).
- 2. **Regular telework:** Teleworking that occurs on a periodic and regularly scheduled basis and must be supported by a telework agreement that specifies the requirements and details of the arrangement. In general, the employee works a standard schedule, but may work a flexible or compressed work schedule with the approval of the supervisor and the appropriate member of the President's Cabinet. **Remote Work:** Remote work allows an employee to perform their duties

and responsibilities entirely at a remote work site as their primary work location. For a remote worker, the home or other alternate work site serves as the employee's main worksite. Remote employees may be required to periodically travel to and from a college worksite as necessary.

**Remote work** may be authorized as a condition of employment for select identified positions, to protect health and safety, or as the result of a certified accommodation. Remote work may also be mandated as the result of an emergency situation involving health or safety pursuant to federal, state, local or College directives.

Alternate work locations must be in the United States. Locations in the United States are limited to the state of Maryland and states where the College currently has reciprocal payroll tax agreements. *At present, Maryland has written reciprocal agreements with Pennsylvania, Virginia, West Virginia and the District of Columbia.* Exception may only be granted with the approval of the President and Chief Human Resources Officer.

#### Eligibility and Guidelines

- A. Certain positions, including those responsible for providing in-person customer service or requiring on-site campus presence will not be suited for telecommuting or remote work. For example, public safety officers and facilities maintenance employees are not eligible for telecommuting or remote work.
- B. Full-time and part-time benefitted staff and administration employees who have successfully completed the training and onboarding required by division, if applicable, may be eligible to telecommute or work remotely. The decision to allow an eligible employee to telecommute or work remotely will be made by the employee's supervisor and appropriate President's Cabinet member and will be subject to appropriate documentation.
- C. Employees whose most recent performance appraisal is below "Meets Expectations", are currently on a performance improvement plan or have been placed on a performance improvement plan within 90 days prior to requesting telework, with the exception of mandated occasional telework or remote work, are not eligible to participate.
- D. Employees who have received formal disciplinary action within the past year from the proposed start date of the telecommuting arrangement may not be eligible to participate.
- E. The supervisor retains the right to require an employee with a telecommuting arrangement to be physically present at the College on a day that conflicts with the agreed upon arrangement should the work situation warrant such an action. When possible, the employee will be given a minimum of one day advance notice of events which require their physical presence at the College. An employee required to be present outside of their telecommuting arrangement may switch their day(s) during the same work week or pay period with approval of their supervisor.
- F. In the event of a delayed opening, early closing, or full-day closing of the College due to inclement weather or other emergency conditions, an employee whose presence on campus is not required and is scheduled to telework that day is not required to work remotely and should enter administrative leave granted for that day on their time sheet.

#### Regular Telework Documentation

All regular telework plans must clearly articulate all work expectations, including procedures for All check-in times and hours of availability. Well-planned work arrangements should mitigate

communications problems.

The goal of a regular telework agreement is to ensure that both the employee and supervisor have a shared understanding of the work arrangement. Supervisors and the appropriate member of the President's Cabinet must approve the work arrangement for individual employees and communicate such arrangements to Human Resources and the Information Management Team.

Supervisors should maintain a copy of the agreement in departmental records and a copy should also be on file in Human Resources.

### CSM Telework Agreement Form

On/Off campus access: <https://csmd.sharepoint.com/sites/HRO/SitePages/telework-request-form.aspx>

The agreement should include:

- A work schedule that specifies both on-site and off-site days, location, and hours
- Required methods of communication specific to telework
- The duration of the telework arrangement
- Responsibility for telework equipment
- Times of mandated on-site attendance
- Relevant policy acknowledgments of responsibility

### Overtime Eligible Employees

In general, overtime is not permitted for overtime-eligible teleworking employees. Any overtime must be approved by the supervisor in advance

### Workers' Compensation

Teleworking employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment.

### Work Location

The employee's primary work location is the CSM office where the employee reports on a regular basis.

### Telework or Remote Work Location Requirements

The employee is responsible for a workspace with appropriate furniture, equipment, lighting, and telephone and internet service. Telecommute and remote work (home-based) employees must designate a specific work space at the off-site location. Employees are expected to maintain safe conditions in the off-site work space and to practice the same safety habits in the designated space as in his/her work space at the College

### Equipment and Supplies

Positions that are telework eligible will receive a laptop and appropriate software. The employee will be responsible for all costs related to printers, printer cartridges and their replacement, Internet service, and additional expenses incurred as a result of telecommuting (i.e., electrical, heating, telephone, etc.). Repair and maintenance costs of employee equipment is also the responsibility of the employee. Any additional equipment must be approved by supervisor and appropriate PC member.

CSM will provide necessary incidental office supplies to support CSM work only such as paper, pens and pencils, file folders, labels, and envelopes. Office supplies will be provided to employees based on budget availability. Employees will not be reimbursed for office supplies purchased by the employee while telecommuting unless purchase of those supplies was pre-approved by management.

Employees who leave CSM are required to return all CSM supplies prior to their departure and will abide by management decisions regarding any CSM-owned data or information.

#### Liability

Worker's compensation liability for job-related accidents will continue to exist for telecommuting employees. Worker's compensation will not apply to non-job-related injuries or injuries in non-work spaces that might occur in the home.

CSM suggests each participant contact his or her insurance agent concerning coverage for the remote office. Employees are solely responsible for decisions and costs associated with such coverage.

Tax implications related to the remote work site are the sole responsibility of the employee.

#### Security

Employees will use precautions to assure protection of CSM confidential information as explained in [GA3050 Use of Technology Resources \(PRE 1405\)](#).

Viruses, hacking, phishing, or any other potential corruption or inadvertent disclosure of CSM files will be promptly (and in no event later than the next college business day) reported to the supervisor and to the Network Security Administrator.

#### Technical Support

Technical support for remote access will be provided through the ITS Help Desk during normal operating hours.