

# Policy Manual



<b>Title:</b> Telecommuting	<b>Number:</b> 6Hx2-3.54
<b>Legal Authority:</b> Fla. Statutes 1012.855, 1012.82, 1012.83, 1012.86, Fla. St. Bd. of Ed. Admin. R. 6A-14.040(2)	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

Broward College considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their regular workweek. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a college-wide benefit, and it in no way changes the terms and conditions of employment with Broward College. Telecommuting agreements can be terminated at any time.

The President of the College is authorized to draft implementing procedures including procedures for determining the equivalent of a work week or work day in unique or unusual duty assignments for which variations from the normal schedule shall be justified according to the exigencies of particular situations.

## THE POLICY and THE FACULTY AND STAFF.

In order for an employee to be eligible to telecommute they must be a full time administrator or Professional Technical Staff member (Faculty are not eligible to telecommute at this time), exempt under FLSA employee who has passed their probationary period and has a documented history of job performance that meets or exceeds their supervisor's expectations (at least an overall rating of 4 (satisfactory) or above out of 10 on their most recent evaluation). Additionally, employees requesting to telecommute must not have any recent or pending corrective or disciplinary actions.

Employees who telecommute must adhere to all Broward College policies including but not limited to the College Network and Software Usage Policy 6Hx2-8.01, Information Privacy Policy 6Hx2-8.02 and the College Communication via Email Policy 6Hx2-8.03.

Employees who telecommute must also adhere to the standard workday and workweek as set forth in Policy 6Hx2-3.04 and/or Article 5 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The Federation of Public Employees*.

## IMPLEMENTATION and OVERSIGHT

The immediate supervisor has the responsibility for the implementation of this policy in consultation with the appropriate supervisor(s).

<b>History:</b> Adopted January 24, 2017			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 01/24/2017	<b>President's Signature</b> 	<b>Date:</b> 01/24/2017

# Policy Manual



<b>Title:</b> Telecommuting	<b>Number:</b> 6Hx2-3.54
<b>Legal Authority:</b> Fla. Statutes 1012.855, 1012.82, 1012.83, 1012.86, Fla. St. Bd. of Ed. Admin. R. 6A-14.040(2)	<b>Page:</b> 2 of 2

## VIOLATION OF POLICY

Violations of the policy are investigated by the Executive Director for Human Resources and Equity and/or his/her designee and may result in disciplinary action up to and including termination.

## DEFINITIONS

**Telecommuting** – is a work arrangement wherein employees work outside of a traditional office using remote technology.

**Exempt** – A position not eligible for overtime based on the provisions of the federal Fair Labor Standards Act (FLSA). Includes Executives, Administrators and some levels of Professional/Technical employees

**Non-Exempt** – A position eligible to earn an overtime rate of pay based on the provisions of the federal Fair Labor Standards Act (FLSA).

**Fair Labor Standards Act** – This act, commonly referred to as FLSA, was enacted by Congress in 1938 to set the criteria for overtime payment and other labor issues.

**Standard Workweek** – Any 5 days during a 7 day period beginning on Sunday and ending on Saturday.

<b>History:</b> Adopted January 24, 2017			
<b>Approved by the Board of Trustees</b>	<b>Date:</b> 01/24/2017	<b>President's Signature</b> 	<b>Date:</b> 01/24/2017