

# Procedure Manual



<b>Title:</b> Telecommuting Work Procedures	<b>Number:</b> A6Hx2-3.54
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## TELECOMMUTING WORK PROCEDURES


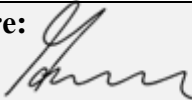
**Criteria for Telecommuting Work:** Work which may be eligible for telecommuting will be those that require minimal face-to-face interaction and can be completed in a remote environment without interruption of services. Work that may be appropriate for telecommuting are those that require quiet time to complete projects and have clearly-defined tasks and deliverables not dependent on a specific college campus or location. Telecommuting permits work from home, travel or other satellite or remote locations. Employees must be able to effectively perform all duties and responsibilities with less structure and more independence.

**Flexible Work Arrangements:** At the discretion of the supervisor, an employee may be approved to work remotely or at the direction of the President during times of an emergency, or other exigent circumstances.

**Telecommuting Arrangements:** Requests for telecommute made by an employee will be reviewed by the supervisor to determine if job functions support telecommuting. Any telecommuting arrangement will be on a trial basis and may be discontinued at any time at the request of either the teleworker or the College. The maximum term of a telecommuting agreement should not exceed 12 months and may be extended upon mutual agreement by all parties. Extensions of an authorized telecommuting arrangement requires written authorization by the employee's supervisor.

**Work Assignment:** Teleworkers will be readily available during their agreed upon regular business hours, regardless of work location. The following work requirements must be followed unless approved by the teleworker's supervisor prior to any changes in the employee's duties and responsibilities.

- An employee's remote work location must be authorized in writing by the supervisor. Normal work hours will be established prior to the start of telecommuting and may be subject to change by the supervisor based on operational needs.
- Teleworkers must notify their immediate supervisor if they are not available during any portion of their normal work hours.
- Existing college policies and procedures regarding hours of work, scheduling work, travel policies, and overtime shall apply to teleworkers. The employee may use vacation, personal time off or sick leave in accordance with applicable college policies and procedures.
- Teleworkers must post their telework schedules on an online calendar or an alternate location in collaboration with their supervisor.
- Teleworkers are expected to be flexible in their work schedules.
- As directed by their supervisors, Teleworkers may be required to attend staff meetings and other meetings in person or via approved electronic communication methods, even if the meetings occur on a telework day.
- On approved telework days, the telework site is the official work site and any travel expenses must be approved in accordance with College Policy 6Hx2-6.21 Travel and Traveling Expenses. Travel to and from the teleworker's regular office location is not eligible for reimbursable expenses.

<b>Recommending Officer's Signature:</b> 	<b>Date:</b> 6/8/2020	<b>President's Signature:</b> 	<b>Date:</b> 6/8/2020
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- Teleworkers are prohibited from engaging in any non-college work related responsibilities, jobs or other types of duties during their normal work hours. Any supplemental or non-college work must be approved in accordance with College Policy 6Hx2-3.49 Supplemental Work for Administrators and Staff.
- Teleworkers are also barred from engaging in outside activities such as community organizations or club activities during normal work hours on telework days unless they have the permission of their immediate supervisor and/or the teleworker is representing Broward College.
- All customer interactions will be conducted at the College or at the office of the customer.
- Under no circumstances is physical interactions with customers permitted at the teleworker's home or other approved teleworking locations.

All College and departmental policies, procedures, rules and practices shall apply at the telework site and may include but are not limited to:

- governing communication internally and with the public;
- employee rights and responsibilities. Teleworkers must strictly enforce the Family Educational Rights and Privacy Act (FERPA) - a Federal law that protects the privacy of student education records;
- facilities and equipment management;
- financial transactions, purchasing of property and services, and information resource management;
- information technology and cybersecurity;
- safety.


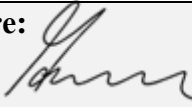
An employee's workspace must be free from hazards and must follow all workplace safety policies and procedures.

If applicable, Data Security agreements may be required in accordance with College Policy 6Hx2-8.08 Cybersecurity or any other college policy which may apply.

Records that may be created at, sent to, or sent from the alternative work site may be subject to public disclosure in response to a public records request. The teleworker should refrain from storing College records on the teleworker's personal electronic devices. The fact that the record may reside on an employee's home computer or any electronic device does not affect its status as a public record. An employee who teleworks must, therefore, maintain all records on approved telecommunication devices consistent with Florida Statute 119 Public Records, College Policies 6Hx2-3.20 Employee Records, and 6Hx2-8.06 College Telecommunication Services or any other college policy which may apply.

Teleworkers will be responsible for all federal, state, local or city obligations governing working from a home office.

Upon separation, employees are required to comply with College Policy 6Hx2-3.13 Exit Interview as it relates to the return of all college property.


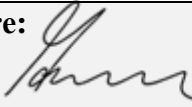
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Any violations of these procedures will be investigated and may result in termination of the telework arrangement and/or disciplinary actions up to and including termination of employment.

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