

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.34	Effective Date 6/23/22 Revised 7/13/23	Page 1 of 1
POLICY	Approval: President's Cabinet		
Title TELECOMMUTING			

1. PURPOSE AND SCOPE

The purpose of the policy is to define the College's procedures regarding telecommuting.

2. POLICY

It is the policy of the College to allow telecommuting arrangements depending upon an employee's position and whether the arrangement will allow the College to continue to operate efficiently and meet its mission.

3. DEFINITIONS

3.1. Telecommuting: A flexible work arrangement that allows an employee to work remotely for part or all of their regular work schedule.

3.2. Telecommuter: An employee of the College who has been approved for an alternative work arrangement, away from College campuses.

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1. General

- 1.1 Telecommuting is neither a universal employee right nor a universal employee benefit.
- 1.2 Telecommuting is not appropriate for all employees and jobs, nor is it necessarily appropriate for all employees in the same or similar jobs.
- 1.3 All decisions related to telecommuting shall be considered on a case-by-case basis.
- 1.4 Initial telecommuting arrangements must be mutually agreed upon by the employee, the employee's immediate supervisor, and the related director and vice president.
- 1.5 This arrangement can be discontinued by the College at any time for any reason.
- 1.6 Employee must be a Utah resident.
- 1.7 The unique needs of each department will be considered in every decision related to telecommuting.
- 1.8 On occasion, the president may establish telework days during special circumstances for some or all employees.
- 1.9 Supervisors have the responsibility to develop a means of evaluating employee hours worked and work performance and holding the telecommuter accountable for the continuity of work, communication requirements, deadlines met, and the quality of work expected.

2. Guidelines and Responsibilities

- 2.1 Telecommuting may be approved on a time-limited basis and exceptions may be required to meet department needs.
- 2.2 For eligible positions, a telecommuting agreement form is required, with approval signatures from the telecommuter, their supervisor, department director, and the related vice president. Telecommuting agreements are valid through the end of the fiscal year. New agreement forms must be submitted each fiscal year for the arrangement to continue.

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2.3 Supervisors and department directors shall review telecommuting arrangements at least quarterly to determine whether or not the arrangement should continue forward.

2.4 Telecommuters and their supervisors are responsible for maintaining effective communication and workflow with their department and supervisor.

3. Work Space

3.1 The telecommuter is responsible for establishing and maintaining an adequate and secure work environment that meets all College requirements for privacy and data security.

3.2 Telecommuters shall be covered by Workers Compensation Insurance only for injuries that are work related and incurred during both the performance of the employee's normal scope of job duties and during work hours. The telecommuter is responsible to maintain a clean and safe work environment.

3.3 Telecommuters who believe they need reasonable accommodation should contact the Human Resources director for information.

4. Hours of Work

4.1 Telecommuters and their supervisors shall agree on the employee's work schedule, including number of days per week, hours expected each week, and the manner and frequency of communication.

4.2 Department supervisors are required to consult with the Human Resources director before considering telecommuting arrangements for an employee currently on leave. Employees on continuous leave are prohibited from telecommuting.

5. Computer Equipment and Other Work Resources

5.1 The College will provide all computer equipment and software necessary for telecommuters to perform their expected job functions. Telecommuters are required to use college-provided equipment to perform their remote work. Telecommuters shall not use personal computer equipment to access College databases or store protected or otherwise confidential information.

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- 5.2** Telecommuters must exercise reasonable care for the equipment, including bringing the equipment back to the College when necessary for maintenance. The equipment shall not be used for personal purposes beyond the incidental personal use it might receive if in the office.
- 5.3** All computer and electronic equipment use shall comply with agreed-to information technology policies. The policies remain just as they would if the work were performed at the campus.
- 5.4** Generally, expenses relating to internet access are not reimbursed. Any business expenses that arise must be approved before they are incurred. Proper documentation and supervisor approval shall be required.