



Procedure #: 4.0000.0001

- Type:** System Organization
Student
Educational
Human Resources
Administration
Facilities
Finance
College Relations

Procedure name: Telework

Does this procedure have a policy: Yes No

Policy name and #: [MMB HR/LR Policy #1422 Telework](#)

List of related procedures or policies (if applicable): n/a

Part 1. Purpose Statement

To establish a process for approving and denying teleworking requests both from the employee and supervisor based on job and performance related criteria.

Part 2. Scope/Applicability: All employees in unlimited positions, excludes faculty teaching online.

Part 3. Definitions

Telework is the performance of job duties on a regular, recurring basis at a location other than the employee's home work location. It is a management tool that allows employees to perform job duties at a home location. Telework is a formalized arrangement which can be full-time, part-time, or on a limited basis (for example, 1 or 2 days a month). Telework is voluntary on the part of both the employer and the employee.

Part 4. Procedures:

Subpart A. Introduction

The following procedure has been developed to provide direction and guidelines to South Central College administrators, supervisors and employees in the use of teleworking. Teleworking is a management tool which allows employees to regularly work at home instead of traveling to a home campus while delivering quality services to internal and external customers.

Subpart B. Conditions of Teleworking

- Teleworking is a privilege, not an entitlement.
- Teleworking is voluntary and may be terminated at any time by South Central College or the employee with or without cause.
- The teleworker must comply with all state laws and policies of South Central College. Failure to comply may result in the loss of teleworking privileges and/or disciplinary action.
- Teleworking arrangements must comply with State and Federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for exempt and non-exempt employees.
- Teleworking is not a substitute for dependent care or elder care. Teleworkers with pre-school children shall make arrangements for appropriate childcare during regular scheduled work hours.
- Teleworkers must be available by telephone and/or email during agreed upon work hours. Teleworkers must notify their supervisor if they leave their teleworking location during regular working hours.
- Teleworkers and their supervisors will participate in periodic reviews to evaluate the effectiveness of the procedure.
- Teleworkers must work with SCC IT (Information Technology) department staff to ensure security updates and regular maintenance occur in a timely manner. This may require teleworkers to bring equipment into the college on a regular basis to be checked and updated.

Subpart C. Selection Criteria

Supervisors will assess each request on a case-by-case basis. Factors to consider include, but are not limited to the following:

- Needs of the work unit
- Need for adequate supervision of employee
- Employee's current and past job performance
- Effects on customer service
- Positive/negative effects on the work unit or division
- Availability of equipment and appropriate work space
- Anticipated additional costs, if any
- Ability to measure the work performed
- Level of work skills, i.e., time management, organizational skills, self-motivation, and ability to work independently
- Seniority will not be a factor in approving or denying employee requests to telework

Subpart D. Telework Request Form

- The employee will complete a Teleworking Request Form which will be reviewed by the supervisor
- The supervisor, through the appropriate chain of command, will recommend approval or denial to the appropriate Cabinet member or President

- The Cabinet member or President will review the Teleworking Request Form and indicate approval or denial of the request on the form.
- Approval or denial of the request will be communicated in writing to the employee by the Cabinet member or President with a copy provided to Human Resources
- The original signed request and a copy of the approval will be placed in the employee's personnel file in Human Resources
- The supervisor is responsible for providing a copy of the signed approval to Safety/Security and Information Technology Departments

Subpart E. Work Schedule

The work schedule of the teleworker will depend on the type of work to be performed and the needs of the department/unit as determined by the supervisor. Individual schedules for on-site and off-site work hours must be approved by the supervisor. Any changes to the schedule must be reviewed and approved by the supervisor in advance. Employees are expected to attend all meetings, on-site or off-site, related to the performance of their job. This may include emergency meetings scheduled with short notice to the teleworker.

Subpart F. Equipment

South Central College may permit the use of approved employee-owned equipment such as wireless routers and internet connections. Each employee is responsible for its maintenance and repair, along with any associated costs.

When employees use system-owned or state-owned equipment, South Central College, is responsible for maintenance and repair of the equipment, along with any related costs. Employees will be responsible for promptly notifying their supervisor of an equipment malfunction or failure of either state-owned or employee-owned equipment (i.e., internet service outage). If the malfunction prevents the teleworker from performing assigned tasks, the teleworker must notify the supervisor immediately and may be assigned to perform a different task and/or be required to report to an alternate location, including the college campus.

Additional equipment may be purchased at the employer's discretion and installed at the teleworker's remote work location.

Subpart G. Security

State-owned equipment, software, documents, reports and data created as a result of work activities are owned by South Central College. Equipment, software, data, supplies and furniture provided by South Central College for use at the remote work site are for purposes of conducting college business and may not be used for personal use of the employee or non-college employees unless otherwise consistent with the Computer Use Policy. Teleworkers will return state-owned hardware, software, supplies, equipment and documents and other information and property to South Central College prior to termination of teleworking or employment or upon the request of South Central College.

Subpart H. Data

Data Practices Act. Provisions of the Minnesota Government Data Practices Act and program data privacy policies must be followed when performing work at home and/or at an alternate work location. The teleworker and supervisor should discuss the type and form of data which will be taken to and from the alternate work location and agree on the security and transfer process necessary to meet the needs of their assignment.

Security. Teleworkers must provide reasonable security for the data and information that is transported to and from their office site. Simple measures such as locking computers when away from desk areas and placing them in secure storage may prevent a major and, potentially costly, security breach or loss of information. Electronic data must be encrypted and back-up systems must be in place.

Privacy and Confidentiality. Teleworkers needing restricted access information while working at alternate work locations will discuss the need with their supervisor before taking such information off-site. The teleworker is responsible for protecting the privacy and confidentiality of data at alternate work locations the same as they would be in the assigned office.

Data Retention. Data created and maintained on the teleworker's home computer, if generated for the purpose of conducting state business, is subject to the State's records management statutes. This means proper retention and disposal procedures are required and such data remains the property of the State.

Subpart I. Liability

Employees must designate a primary work location, subject to the approval of the supervisor.

Prior to the employee beginning to telework, South Central College may perform an ergonomic and safety evaluation of the employee's remote work station.

An employee is covered by Minnesota Workers' Compensation laws while in teleworking status. Any injury that occurs within the course and scope of employment must be reported according to state and federal reporting requirements. For the purposes of Workers' Compensation, the employee's designated alternate work site is considered an extension of a state work site, only during scheduled teleworking hours.

The teleworker's designated alternate work space is considered an extension of the state agency during the agreed upon work hours and the teleworker is subject to the same standards of conduct and work place rules required of non-teleworking employees.

South Central College does not assume responsibility for third party injuries or property damage that may occur at the home residence or within the designated alternative work space.

In person business meetings may not be held at home work sites.

Subpart K. Performance Measures and Accountability

The teleworker's performance will be measured by objectives and results and will not differ from what is expected of individuals who report to work at South Central College.

Reportability will not differ from what is expected of non-teleworking employees.

Subpart L. Expenses

Supplies needed for remote work space should be obtained through the normal supply procurement procedures.

Prior approval must be obtained from the supervisor for expenses that will be incurred. Approved expenses will be reimbursed in accordance with existing South Central College policies.

Teleworkers and supervisors must comply with state policies regarding long distance costs and reimbursements. They must determine the most cost-effective means for meeting telephone requirements.

Supervisors must designate the teleworker's primary work location for travel expense reimbursement purposes. This must be documented in the teleworking agreement.

Travel expenses between a teleworker's home and the primary work location shall be considered commute mileage and is not subject to reimbursement. If the employee is working at an alternate site (not home and not the primary work location), the mileage from the primary work location to the alternate work site and back may be reimbursable in accordance with the employee's collective bargaining agreement or personnel plan.

Subpart M. Weather Emergencies

A teleworker who is scheduled to be working at home on a day that is declared to be a weather emergency is expected to work at home as scheduled.

Subpart N. Taxes

Federal and state tax implications of teleworking and use of a home office are the responsibility of the employee.

Part 5. Forms:

[Telecommuting Request Form](#)

[Telework Agreement Form](#)

Procedure History:

Date of Cabinet Initial Review: 11/6/2019

Date of Faculty Shared Governance Council Review (if applicable): 11/22/2019

Date of Academic Affairs and Standards Council Review (if applicable): n/a

Date of Student Senate Review (if applicable): n/a

Date of Management Team Review (if applicable): 11/14/2019

Date of MMA Meet & Confer Review (if applicable): 12/10/2019

Date of AFSCME/MAPE Review (if applicable): 12/10/2019

End Date of 14 Day Faculty/Staff Review: 1/31/2020

Date of Cabinet Final Review: 2/3/2020

Date of Final Approval/Adoption: 2/3/2020

Date of Last Review: 2/3/2020

Date of Next Review: 2/3/2023

Date and Subject of Amendments:

New Procedure

Responsible Custodian/Division: Finance & Operations – Human Resources