

1.0 PURPOSE

- 1.1 This procedure outlines standards and procedures for administration of teleworking arrangements at Big Bend Community College (BBCC).

Big Bend Community College recognizes telework as an option that can meet a variety of interests including enhancing employee productivity, reducing commute trips, and allowing employees to work during inclement weather or suspended operations.

2.0 SCOPE

- 2.1 This procedure applies to all full-time and part-time employees at BBCC. BBCC reserves the right to determine if some or all of an individual position's assignments are eligible for telework and the frequency of teleworking. BBCC may deny, revise, or rescind eligibility for telework for any lawful reason, including but not limited to cost considerations, performance or attendance concerns, changing business conditions, or customer service needs.
- 2.2 Employees covered under a collective bargaining agreement should refer to the agreement for additional information regarding telework, flexible work schedules, hours of work, leave, and other applicable items.

3.0 DEFINITIONS

- 3.1 The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.
- 3.2 **Telework:** Telework/remote work/telecommuting is the practice of using technology to perform assigned job functions from a college-approved location, such as the employee's home, satellite location, or another location. Telework does not involve a change the office work location/duty station.
- 3.3 **Regular Telework:** Arrangements are an ongoing part of an employee's position and continue until ended. Rules concerning regular telework arrangements are contained in the remaining sections of this procedure.
- 3.4 **Incidental Telework:** Arrangements may be approved on a temporary basis in response to unusual circumstances such as inclement weather, college closure, family care, or household needs. For incidental teleworking, a formal telework agreement may not be required. However, the employee must obtain approval from their supervisor before working from an alternate work site. Prior to approving an incidental telework request the supervisor shall:
- 3.4.1 Confirm the employee has the capability to adequately perform assignments from home;

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- 3.4.2 Determine the work is crucial enough to warrant being performed at that time, and
 - 3.4.3 Specify to the employee the work to be done and the amount of work time allotted (number of hours and dates).

3.5 Work Location/Duty Station: An official work location/duty station must be identified by supervisor for each position. The work location/duty station is designated by BBCC for the benefit of BBCC and not based on an individual employee's preference. In almost all cases, official work locations should be on the BBCC campus and should be the location where employees spend the majority of their time working. Any request by an employee to change a work location must be submitted to their supervisor and approved in advance by the VP of Human Resources. A change in work location should only be approved if an employee's regular, ongoing college duties must be carried out at a location other than the BBCC campus.

3.6 Remote Work:

- 3.6.1 An employee who works at a location outside of Washington or whose official work location is their personal residence, whether in Washington or another state, is considered a "remote employee." A remote employee's official work location is their remote work location for the purposes of travel, reimbursement, and compensation. An employee is considered remote only if all of the employee's work occurs remotely. If an employee works at a BBCC owned or operated site, they are not considered remote. Temporary work from an alternative work location is considered teleworking and addressed section 3.4 of this procedure.

- 3.6.2 An employee may only be identified as a remote employee if such an arrangement is for the benefit of BBCC and is not based on an individual preference. All remote employees must have a telework agreement in place. Such agreements must be responsive to the changing needs of the college and must be reviewed and updated annually. Approval for remote work may be removed at any time, with notice to the employee, at the college's discretion.

4.0 PROCESS

- 4.1 Employees may request, in writing, a regular telework arrangement from their supervisor. The request must be reviewed and approved by the supervisor, appropriate vice-president, and the president/appointing authority. The process of requesting a regular telework arrangement involves assessing the feasibility of the teleworking arrangement and preparing a telework agreement and telework assignment work plan. If the request is denied, a reason will be provided in writing.

- 4.2 The college considers telework to be a privilege and not an employee right. The college reserves the right to reduce, modify, or terminate an employee telework agreement for any lawful reason, including based on business

needs or if there are performance and/or attendance concerns, to include not complying with the terms of a telework agreement. The college will provide modifications of a telework agreement with the employee a minimum of ten (10) calendar days prior to making modifications, except for instances where the elimination of a telework agreement is for performance and/or attendance issues, in which case, the college may rescind the agreement immediately. The college is not responsible for costs, damages, or losses resulting from cessation of participation in a telework agreement. Modification or elimination of a telework agreement is not considered a schedule change.

4.3 Approved telework plans shall terminate upon movement/transition to a new position, department/division, or work unit. Employees wishing to continue telework after movement/transition must submit a new request.

4.4 Telework arrangements do not change salary, benefits, job responsibilities, leave policies or other terms of employment. The supervisor, with Human Resource guidance, shall ensure terms and conditions of employment remain the same. Employees living in a county with a cost-of-living adjustment shall not receive the adjustment unless their duty station is located in that county.

4.5 Assessment:

4.5.1 In assessing the feasibility of a telework request, supervisors shall consider the following:

4.5.2 Adequacy and security of the technology resources available at the home work site.

4.5.3 Work to be accomplished;

4.5.4 The needs of and the impact on the work group, department, and the college;

4.5.5 Anticipated benefits to the department;

4.5.6 Interactions required between the teleworker and other staff members, students, or customers; and

4.5.7 The employee's demonstrated skills.

4.6 Supervisors should consider a telework request when:

4.6.1 The arrangement will allow the employee to perform the essential functions of the position effectively and productively;

4.6.2 The employee has proven the ability to successfully perform the essential functions of the position;

4.6.3 There is sufficient amount of work being proposed;

4.6.4 The employee has a proven ability to work independently;

4.6.5 The equipment and services necessary are feasible;

4.6.6 Effective communication with the supervisor, co-workers, students, and customers is possible;

4.6.7 The work space is conducive to getting the work accomplished and the employee has the minimal amount of bandwidth available as defined by the [FCC Broadband Speed Guide](#);

4.6.8 The employee has the ability to be flexible about the telework arrangement, respond to all operational needs; and

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- 4.6.9** The employee has been provided information regarding maintaining a safe workspace.
- 4.7** The employee and the supervisor shall specify the terms of the individual telework arrangement in a telework agreement and a telework assignment work plan. The telework assignment work plan and agreement must be completed and approved before an employee begins teleworking.
- 4.8** Telework start and end dates shall be specified in the telework assignment work plan and telework agreement form. The employee, supervisor, applicable vice-president, or the president/appointing authority may rescind an agreement to a telework arrangement at any time, consistent with the requirements specified in the telework assignment work plan and telework agreement form.
- 4.9** Supervisors shall periodically review telework arrangements. Supervisors will also review telework arrangements, including employee performance.
- 4.9.1** After a designated review period identified in written agreements;
 - 4.9.2** During regularly scheduled performance evaluations; and
 - 4.9.3** When a new employee/supervisor relationship is established.
- 4.10** BBCC may require an employee to attend meetings in person or come to the office/field on an approved telework day with five (5) days' notice; however the college may adjust the work location without prior notice due to emergencies or unforeseen operational needs.
- 4.11** The supervisor or other college officials may make work site visits or assessments during mutually agreed upon times.
- 4.12 Information Security:**
- 4.12.1** The employee may take copies of records to the alternative work site on an as-needed basis only. Original records are to remain at the campus office location.
 - 4.12.2** Employees are responsible for the security of college information and equipment, regardless of their work location.
 - 4.12.3** Supervisors shall ensure that telework arrangements comply with college information security standards as outlined in [AP 8053](#), [BBCC Technology Use Procedure](#); that employees fully understand and have the technical expertise to comply with the safety and security requirements; and teleworkers have the technology and equipment that can support security requirements.
 - 4.12.4** Teleworkers shall make reasonable efforts to protect college equipment, data, and passwords in the teleworker's possession from unauthorized use, damage (beyond normal wear and tear) or loss.
 - 4.12.5** The employee and supervisor shall consult with Big Bend Technology (BBT) as needed regarding security issues related to the use of computing equipment.

4.12.6 The supervisor shall ensure that the employee complies with licensing agreement terms for use of all software owned by the college.

4.13 Equipment and Supplies:

4.13.1 The employee is responsible for equipping their alternate work site such as providing office furniture.

4.13.2 The supervisor may, in their judgement, provide supplies and materials for telework. Any equipment, materials, or supplies purchased by the college remain the property of the college. Any materials or supplies purchased by the college must be used solely for carrying out the employee's job responsibilities. The supervisor will maintain an inventory of college-owned equipment, software, and supplies located at the teleworker's alternate work site.

4.13.3 If the employee is working from home, the college is not responsible for costs of home maintenance, utilities, or maintenance of employee-owned equipment use for telework.

4.14 Safety:

4.14.1 The employee is responsible for notifying the supervisor immediately regarding any safety or ergonomic concerns at the telework site. The employee shall maintain a safe telework environment by complying with the guidelines provided by the Campus Safety & Security Office.

4.14.2 The employee is responsible to prepare an appropriate telework space, with ergonomically correct chair, desk, and computer equipment.

4.14.3 The employee will immediately report any work-related accident by completing an incident report and submitting it to the Campus Safety & Security Office.

4.15 Workers' Compensation and Taxes

4.15.1 The employee is covered by workers' compensation for job-related injuries that occur in the course and scope of employment while teleworking. When the home is the designated workplace, workers' compensation does not apply to non-job related injuries that occur in the home.

4.15.2 An employee whose work is principally located in another state will require worker's compensation coverage specific to that location. Contact Human Resources for assistance.

4.15.3 Employees are responsible for addressing and resolving any questions about the employee's ability to deduct expenses related to telework.

4.16 Out of State Remote Work Locations:

4.16.1 Employees' work locations may be outside of Washington when they are hired to perform their job duties out-of-state or when they receive advance approval for remote work. Requests to perform

remote work outside of Washington must be approved by Human Resources, the applicable vice president, and the president/appointing authority and must be supported by a compelling reason, critical skill-based requirement, military, or family health circumstances.

4.16.2 Employees who work for BBCC outside of Washington are responsible for verifying that their address is correctly reflected in the employee self-service function of PeopleSoft. Taxes, payroll deductions, workers' compensation, and employment laws differ in every state. Employees must work with Payroll to determine whether BBCC is responsible for withholding state income taxes based on the particular state where the employee is residing and/or working. Additionally, some benefits that are generally available to BBCC employees may not apply when an employee is working outside of the state, such as Paid Family & Medical Leave. Other benefits, such as workers' compensation vary depending on the state where the work is performed.

4.17 International Remote Work Locations:

4.17.1 Requests for a remote work location outside of the United States will not be considered or approved