Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Telework and Flextime Policy
Department	Human Resources
Policy Editor	Madelyn Brown
Request Type	New ☐ Amended ☑ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

The previous policy was taken directly from USG policy to manage telework during a pandemic. We have now created a GSC telework policy and combined it with our flextime policy. These flexible alternatives positively impact productivity and work quality while providing employees with greater work-life balance.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Teleworking.Flextime_Policy_Employment_.pdf
https://www.cupahr.org/blog/4-reasons-to-consider-telework-for-your-employees/
https://globalworkplaceanalytics.com/telecommuting-statistics

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

HR communicated to PAC in advance of 4/24/21 meeting to gain their feedback and support of appropriate implementation and effective application of policy. HR will review in Staff Council, email to all employees, and add to orientation topics for new hires.

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: Madelyn Brown Digitally signed by Madelyn Brown Date: 2021.04.16 08:55:54 -04'00'

President Signature and Date: Kirk A. Nooks Digitally signed by Kirk A. Nooks Date: 2021.05.17 08:44:02 -04'00'

***Policy Template must be submitted with this form.**

Policy Name:	Telework and Flextime Policy				
Section #:		**Section Title:**			
Responsible Cabinet Member:	Director of Human Resources	**Proposed:**		**Adopted:**	
Responsible Office:	Human Resources	**Reviewed:**		**Revised:**	May 2021
Contact:	Madelyn Brown	**Approved:**	May 2021	**Webpage:**	

1. **Policy Statement**

Gordon State College allows telework and flextime to employees in job positions which are determined to be eligible for telework and/or flextime. This program is an employer option and not an employee right, and is appropriate only when it results in a benefit to both the institution and the employee.

2. **Reason for Policy**

The purpose of this policy is to provide clear guidelines and procedures for managing telework and flextime. This policy is designed to help managers and employees effectively utilize telework and flextime to enhance work performance, meet the needs of the institution, and provide the employee with greater flexibility.

3. **Who Should Read this Policy**

All current employees of Gordon State College.

4. **Resources**

USG Policy on Teleworking and Flextime

5. **Definitions**

Alternate Workplace: A work site other than the employee's usual and customary work site (primary workplace). The alternate workplace may include the employee's home.

Core Operating Hours: Core operating hours, which are a subset of operating hours, are the hours during which all normal work schedules for regular professional/administrative and staff employees will span. An employee's flexible schedule will always include the core hours to facilitate the scheduling of institutional business. Core operating hours for Gordon State College are 9:00 am to 4:00 pm. Normal work schedules for all employees will begin no later than 9:00 am and end no earlier than 4:00 pm.

Eligible Employee: An employee, in an eligible position, who has been identified by the supervisor as satisfactorily meeting performance standards, terms, and conditions of

employment. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.

Eligible Position: A position having measurable quantitative or qualitative, results-oriented standards of performance. For telework, the position must be structured to be performed independently of others and with minimal need for support and can be scheduled to participate in telework without impacting service quality or organizational operations. The eligibility of a position for telework or flextime may change depending on circumstances.

Flextime: A work schedule that will include the core hours established by the institution, with the start and end times varying to ensure a forty (40) hour work week. Sample options for flextime, for core hours of 9:00 a.m. to 4:00 p.m., may include 7:00 a.m. to 4:00 p.m. with one (1) hour for lunch, 7:30 a.m. to 4:00 p.m. with thirty (30) minutes for lunch, 8:00 a.m. to 4:30 p.m. with thirty (30) minutes for lunch, or 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch.

Flextime Agreement: A required, signed document that outlines the understanding between the institution and the employee regarding the flextime arrangement. The Agreement must be signed by both the employee and the supervisor prior to the start of the flextime schedule. Flextime Agreements will not exceed 12 months. The flextime agreement should be reviewed and revised as needed if when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.

Occasional Teleworker: A teleworker, who with the approval of their supervisor, works at home on an infrequent basis. Approval is usually task or project specific and normally approved at least the day before the employee teleworks. Occasional teleworkers do not telework on a scheduled basis. For the purpose of this policy, occasional teleworkers are considered teleworkers. It is not necessary for the occasional teleworker to complete a formal Teleworking Agreement.

Primary Workplace: The teleworker's usual and customary workplace.

Teleworker: A person who for at least one or more days in a particular pay period works at home, or a satellite office, to produce an agreed upon work product. All teleworkers should complete the telework agreement. A teleworker is not a mobile worker.

Telework: Work that takes place at a location other than the employee's usual and customaryworkplace.

Telework Agreement: A required, signed document that outlines the understanding between the institution and the employee regarding the telework arrangement. The Agreement must be signed by both employee and supervisor prior to the start of telework period. Telework periods will not exceed six months. The telework agreement should be reviewed and revised as needed when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.

Telework Period: Telework periods will not exceed six months.

Telework Request and Success Plan: A required document which is initiated by the employee to request approval to telework on a regularly scheduled basis. To ensure telework benefits both the institution and the employee, upon receipt of the form, the supervisor will collaborate with the employee to create the details of the success plan and submit to any next level supervisor(s) then to Vice President for approval. Denials must document a reason and be returned to employee. After approval of this document, employee completes Telework Agreement. Unlike the Telework Agreement, the Telework Request and Success Plan does not expire but should be reviewed periodically and adjusted as needed.

6. **The Policy (or "See Attached")**

Telework and flextime provide flexible alternatives to working on campus, which can positively impact productivity and work quality while providing the employee with greater flexibility and work-life balance.

Supervisors should encourage employees to use telework or flextime if doing so enhances work performance and is beneficial to the employee. Supervisors are responsible for ensuring work performance meets standards and that department needs are met. Failure to follow all aspects of this policy and procedure will result in a loss of telework and/or flextime privileges and may lead to disciplinary action.

- All teleworkers must have an approved Telework Request and Success Plan and Telework Agreement on file with the supervisor and the Human Resources Department prior to starting a telework schedule. Telework Agreements will not exceed six months.
- All Telework Agreements end when the teleworker is placed on formal discipline or fails to satisfactorily meet performance standards as determined by the supervisor.
- An employee's normal flexible schedule will begin no later than 9:00 am and end no earlier than 4:00 pm.
- Regular telework schedules shall not exceed one telework day per week.
- The telework schedule shall be temporarily suspended for any workweek that includes a paid absence (sick leave, vacation, or holiday) of eight hours or more.
- Employees shall suspend normal telework or flextime schedules as needed to attend events, meetings, trainings, or other in-person activities.
- Supervisors will coordinate with teleworker to establish how the teleworker will communicate with coworkers, students, and others in a timely and effective manner.
- Supervisors will coordinate with teleworker to establish how the quantity and quality of work performance will be monitored.
- Supervisors will ensure that each employee's request to telework is considered in relation to the department's operating and customer needs.
- Supervisors will ensure all telework hours for non-exempt employees are properly coded as "TW" on time records.
- The teleworker is responsible for maintaining confidentiality and security at the alternate workplace, as the teleworker would at the primary work place. The employee must protect the security and integrity of data, information, paper files, and access to computer systems. All institutional policies on Information Technology and Internet Use apply to teleworking, as they would in the primary work place.
- Telework and flextime are not substitutes for childcare or dependent care. The employee shall continue to make arrangements for child or dependent care to the same extent as if working at the primary workplace.
- Employees who have not teleworked for Gordon State College previously will complete a telework self-assessment as a part of the application to telework.
- Defined work space and defined work hours shall be included in all Telework and Flextime Agreements.
- All teleworkers shall complete the Workspace Self-Certification and provide to the supervisor and Human Resources Department.
- All Flextime Requests and Telework Agreements shall begin on the first day of a month and shall end on the last day of a month.
- In work weeks with holidays and/or scheduled administrative closings, employees on flextime schedules may return to the core operating hours or will be allowed to work additional hours to maintain a forty hour work week. Each day of holiday pay will be paid at eight hours regardless of the hours scheduled on the flextime agreement for the day on which the holiday occurs.
- Portions of this policy and procedure may not apply to reasonable accommodations made in compliance with the Americans with Disabilities Act.

Telework Procedure:

1. Potential teleworker completes the Teleworker Self-Assessment, designed to aid the employee in determining if telework is suitable for their work style.
2. Potential teleworker completes the employee portion of the Telework Request and Success Plan and submits to the supervisor.
3. The supervisor determines eligibility based on:
    a. Job duties (ability to perform remotely),
    b. Employee status (not on formal disciplinary action and trained on job), and
    c. Technical requirements for performing job will be met, such as phone access and internet access from remote work location.

4. The supervisor meets with the employee to create the Telework Success Plan document. Details will include how the following will be accomplished:
    a. Monitor performance, such as using a weekly productivity report or other method to track employee productivity;
    b. Communication plan with coworkers, students, and others, such as the expectation for checking and returning messages,
    c. Security requirements are met;
    d. Identification of stakeholders and how needs will be met; and
    e. Training on use of remote tools.
5. Supervisor submits the completed Telework Request and Success Plan to any next level supervisor(s) then to Vice President.
6. Approvers review to ensure college needs are met and telework options are consistently applied throughout the division. If denied, reason is documented and form is returned to the employee and supervisor.
7. Approved requests are submitted to Human Resources for review and a copy is returned to the department upon final review confirming employee eligibility, consistency of policy application, and adequate documentation within Telework Success Plan.
8. Employee completes and submits to Human Resources:
    a. Telework Agreement and
    b. Workspace Self-Certification and Safety Guidelines Checklist.
9. Telework Agreements may not exceed six months. To continue telework schedule, employee must submit new Telework Agreement to supervisor for approval.
10. Supervisors are to maintain a list of all teleworkers in the department and the telework schedule for each teleworker.
11. Human Resources will notify teleworkers and supervisors when Telework Agreements expire.

Flextime Guidance:

1. Employee submits Flextime Request to supervisor, including proposed work hours. All work schedules must begin no later than 9:00 am and end no earlier than 4:00 pm (except in special circumstances). Sample options for flextime include 7:00 a.m. to 4:00 p.m. with one (1) hour for lunch, 7:30 a.m. to 4:00 p.m. with thirty (30) minutes for lunch, 8:00 a.m. to 4:30 p.m. with thirty (30) minutes for lunch, or 8:00 a.m. to 5:00 p.m. with one (1) hour for lunch.
2. The supervisor reviews Flextime Request and discusses with employee to ensure clear understanding of hours to be worked.
3. Supervisors are to maintain a list of all flextime schedules in the department.