



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 *	
Department/Organization	
Policy Editor	
Request Type	New ☐ Amended/Edited ☐ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

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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.)

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

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Authorizations

Chair/Dean/or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: _____

President Signature and Date: _____

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



POLICY TEMPLATE

A separate "Policy Approval/Review Form" must be included with any policy submissions to Cabinet.

Policy Name:				
Responsible Cabinet Member:		New		
Responsible Office:		Amendment/Revision		
Contact:		Review Only		

1. Policy Statement

2. Reason for Policy

3. Who Should Read this Policy

4. Resources

5. Definitions

6. The Policy (or “See Attached”)



Telework/Flextime Policy

I. Purpose and Policy Statement

In alignment with the University System of Georgia (USG) Human Resources Administrative Practices (HRAP) guidelines, Gordon State College maintains an expectation that in-person work is the standard for all employees. An on-campus presence supports the College's commitment to providing timely student services, collaboration, and engagement within the campus community.

Telework or flextime arrangements may not be suitable for all employees. Discretion will be exercised when determining telework or flextime eligibility, ensuring alignment with operational business needs, job responsibilities, and impact to the overall institutional effectiveness. Supervisors should exercise discretion when determining eligibility. Decisions must align with operational needs and job responsibilities.

Given that in person work is the general standard across all USG institutions, telework will be approved on a limited basis.

All requests for alternative work arrangements (telework or flextime) will be reviewed by the direct supervisor, division administrator, and the Office of Human Resources. The agreement must be signed by all parties ensuring alignment with operational business needs, job responsibilities, and the overall effectiveness of the arrangement prior to implementation.

The purpose of this policy is to provide clear guidelines and procedures for teleworking and flextime arrangements. This policy provides a general framework and is not intended to address all possible circumstances.

II. Scope

This policy applies to all employees of Gordon State College.

III. Definitions

These definitions apply to these terms as they are used in this policy:

Alternate Work Agreement: A formal document outlining the terms and conditions of telework and flextime arrangement. The agreement must be signed by all parties prior to the start of the telework or flextime arrangement and reviewed at least annually to confirm continued eligibility and understanding of expectations. The agreement may be revised as needed, including when there is a change in supervisor, job responsibilities, work circumstances, or performance.

Alternate Workplace: A work site other than the employee's primary workplace. The alternate workplace may include the employee's home or another approved location.

Core Operating Hours: Monday – Friday, 8:00 am to 5:00 pm.

Eligible Employee: An employee in an eligible position who meets performance standards and has no active formal disciplinary actions on file within the current or previous review period. Probationary employees become eligible upon completion of their provisional period.

Eligible Position: A position that can be performed independently of others and with minimal need for in-person support and without impacting service quality or operations.

Flextime: A work schedule that differs from the standard 5-day, 8-hour per day schedule, including adjusted start and end times or compressed workweeks. Approval must consider the college's operational needs. Flextime schedules should be used sparingly.

Occasional Teleworker: Telework that occurs on an episodic or sporadic basis due to unforeseen or emergency situations. A formal Alternative Work Agreement is not required but must be supervisor approved and should be allowed in a manner consistent with this policy and institution guidelines.

Primary Workplace: The employee's regular workplace.

Teleworking: Performing job duties from a location other than the primary workplace. Telework may be regular or occasional and can be initiated by the institution when circumstances warrant, such as during inclement weather or other disruptions. Telework is a management option and not an employee entitlement.

IV. Eligibility

To be eligible, employees and their positions must meet the following criteria:

- Job duties can be effectively performed remotely without diminishing service quality.
- The employee demonstrates consistent, satisfactory performance.
- The employee has reliable access to required technology and internet.
- The arrangement does not negatively impact team operations or customer service.
- The department or office can maintain adequate on-site coverage.

V. Conditions of Employment

Telework does not change an employee's conditions of employment, performance expectations, salary, benefits, or employer-sponsored insurance coverage. Employees must comply with all applicable laws, policies, and regulations as well as department, institutional and USG policies.

Employees must devote telework time to assigned duties and must not engage in secondary employment activity or personal business while in work status.

VI. Workspace

An employee approved to telework is responsible for maintaining an appropriate work environment. The institution will not be responsible for any costs associated with the set-up or maintenance of an alternate workplace office unless required by law.

The employee must ensure the workspace is safe and suitable for work.

Employees may not conduct in-person business meetings or host guests at their alternative work location without prior institution approval.

VII. Equipment and Supplies

Employees are expected to use personal furniture, utilities, internet, and other equipment at no cost to the institution.

Institution-owned equipment should not be permanently relocated to a telework site without prior approval. As state property, institutions remain responsible for inventory and maintenance of all institution owned equipment in accordance with state laws and procedures.

Basic supplies (e.g., pens, paper) should be obtained onsite and must be picked up from the office. Personal supplies used during telework are not reimbursable unless pre-approved.

VIII. Work Hours

Teleworking employees are expected to follow their regular work schedule unless otherwise authorized by their supervisor. Failure to comply with applicable rules may result in the loss of telework privileges and/or other disciplinary actions.

Hours worked by employees should be accurately reported in accordance with the Fair Labor Standards Act (FLSA) and Board of Regents policy. Leave must be requested in the same manner as when working onsite.

Telework hours must be recorded using the designated code "TWH" (Telework Hours).

IX. Liability

Employees may be covered under applicable Workers' Compensation laws for injuries occurring during the actual performance of official duties at the alternate workplace.

If an injury occurs during teleworking work hours, the employee must report the injury to their supervisor immediately or as soon as practicable. The employee and supervisor must follow Gordon State College's procedures for reporting work-related injuries.

The State of Georgia and the University System of Georgia are not responsible for injuries to family members, visitors, and other non-employees at the employee's alternative workplace.

X. Security and Access to Information

Employees must maintain confidentiality and data security consistent with institutional policies. The employee must protect the security and integrity of data, information, paper files, and access to USG computer systems. All institutional policies on information technology, internet, and technology use requirements apply to teleworking as they would in the primary workplace.

XI. Child and Dependent Care

Teleworking is not a substitute for childcare or dependent care. The employee shall continue to arrange for childcare or dependent care to the same extent as if the employee were working at the primary workplace.

XII. Other Guidelines

- Agreements must be approved by all parties prior to starting an alternative work arrangement (telework or flex schedule).
- Agreements will not exceed twelve months.
- Agreements may be terminated at any time based on operational needs or performance concerns.
- Employees should suspend teleworking or flextime schedules as needed to attend events, meetings, training, or other in-person activities.
- Supervisors will establish communication and performance monitoring expectations
- Supervisors will ensure that employees' request to telework meet departmental operation and customer needs.
- Supervisors will ensure all telework hours are properly coded as "TWH" on time records.

XIII. Submission Process:

1. The employee submits the Alternative Work Agreement Form.
2. The supervisor determines the employee's eligibility based on:
 - a. Job duties, and the ability to perform them remotely.
 - b. Employee performance, including satisfactory performance, no formal disciplinary action, and completion of required training; and
 - c. Technical requirements necessary to perform the job remotely, including reliable internet access at the alternative work location.
3. The supervisor meets with the employee to discuss:
 - a. Performance monitoring expectations, such as weekly productivity reports or other methods for tracking productivity,
 - b. Communication expectations with coworkers, students, and others, including response times for messages; and
 - c. Security requirements for maintaining compliance while working remotely.
4. The supervisor submits the completed Alternative Work Agreement Form to the next level supervisor, if applicable, and then to the appropriate Vice President for review.
5. The designated approvers review the request to ensure that departmental and GSC operational needs are met and alternative arrangements are applied consistently throughout the division.
6. The Chief Human Resources Officer, or designee, reviews the request and makes the final determination.
7. The employee and supervisor will be notified of the final decision regarding the Alternative Work Agreement work.

Resources

[USG Teleworking/Flextime Policy](#)

[GSC Data Protection Policy](#)