



Administrative Policy:		Telework Policy		Policy Number:	AP 7140
Applicable regulations - Federal/State/Board/College					
Accountable Administrator:		Director of Human Resources	Position responsible for updates:	Director of Human Resources	
Original Date:	7.2021	Executive Team approval date:			
Date Posted on Web:	4.5.22	Revised:	4.5.22	Reviewed:	

Purpose

Provide guidance for telework.

Positions at Oregon Coast Community College are expected to perform work at any of the three primary work locations (Lincoln City, Newport, Waldport). Certain positions that are able to perform some work remotely will have the ability to request a telework arrangement. All telework positions must maintain Oregon state residency and be available for in-person attendance.

Telework refers to an arrangement where an employee works from home or other approved location through telecommunications technology. Depending on the details of the arrangement, telework could constitute a portion of the employee's work schedule. Telework can benefit not only the employee, but also the supervisor, the team, and the College in general. Telework supports employees through:

- Maintaining an organizational culture that provides flexibility.
- Promoting a positive work/life balance.
- Providing a supportive and productive work environment that attracts and retains employees.

Telework is designed to support a strategy that maximizes productivity and performance, regardless of the work location, when the duties of the position allow.

Approval to telework is granted at the discretion of the Executive Team member for the unit/area. The determination of whether an employee is eligible to participate and is approved for telework will be made in accordance with this policy and the business needs of the unit and the College.

Principle

The policy identifies telework position eligibility, types of telework, and readiness of the employee, unit, and supervisor. The telework request and telecommuting agreement are found in the Telework request and work agreement practice document.

Position telework eligibility

A position's suitability for telework is based on operational needs and the duties and responsibilities of the position as defined in the position description. It is the responsibility of the unit to designate positions as telework eligible or telework ineligible. Positions which can be designated telework eligible are those where a significant portion of the duties of a position can be accomplished through telework.

The Executive Team will:

- have access to a list of positions that have been identified as telework positions
- be informed of all pending telework requests, to ensure cross functional work is addressed
- have access to a list of positions with approved telework agreements

Types of telework

There are two types of telework arrangements for employees in telework eligible positions:

- **Occasional telework:** Occasional telework arrangements are approved on a case-by-case basis, are infrequent, and not regularly scheduled. Occasional telework can allow employees to attend to sporadic household appointment needs, continue to perform work during workplace disruptions, including inclement weather- College open, or provide uninterrupted time for project work. Occasional telework does not require a telework agreement, however approval must be documented, which can be done by email. Occasional telework is not appropriate as a substitute for sick time off and should not be used when the employee's own or a family member's illness or injury interferes with the employee's ability to perform their work.
- **Regular telework:** Regular telework arrangements must be supported by a telework agreement that specifies the requirements and details of the arrangement. The arrangement will have at least an annual review and approval. Occasional telework becomes regular telework once it becomes regularly occurring. Units are responsible for considering proposals objectively and fairly but are not obligated to approve.

Telework as a disability accommodation

Employee requests to telework as a disability accommodation or a pregnancy accommodation are handled through the accommodation process. Employees should discuss concerns about accommodation-related telework requests with the Office of Human Resources.

Employee eligibility

Supervisors have discretion to decide whether an employee in a telework-eligible position is a candidate for telework. When evaluating a telework request, units should take into account specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while teleworking. Additionally, supervisors must also determine that the proposed teleworking arrangement follows applicable regulations and policies.

A teleworking employee's conditions of employment are the same as those of non-teleworking employees, including compliance with all policies and rules of the College and state while teleworking.

Requirements for in-person attendance will override regular telework work schedules. Supervisors should discuss such instances with the employee (e.g., hands-on training, in-service, meetings, events). Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to students/staff/faculty, and other performance criteria are the same for teleworking and non-teleworking employees. Performance standards are the same for all employees regardless of work location.

Employee readiness for telework

Some employees may be better prepared than others to manage the unique requirements of teleworking. When evaluating a telework request, supervisors should consider whether the employee has a record of satisfactory performance in the workplace and has demonstrated the ability to:

- Prioritize work to meet deadlines
- Accomplish job duties with minimal supervision
- Understand their role and expectations
- Be organized, highly disciplined and self-motivated
- Communicate effectively with students, staff, faculty, and team members
- Manage time effectively

Positions requiring in-person contact/customer service or that rely upon specific equipment or supplies to work on-site may be excluded from consideration for telework arrangements. For certain positions that may not seem appropriate for telework, units/areas can implement telework arrangements on a trial basis to ensure appropriateness.

Establishing position-based telework eligibility and criteria for employee readiness for telework helps maximize equity by giving employees in telework eligible positions the same access to telework based on whether their specific job requirements are compatible with telework. It is important that units/areas establish fair and equitable processes to determine whether an employee is successful in using telework.

Supervisor and team readiness for telework

Before approving a telework request, the supervisor will consider any changes needed to ensure the team and the College continue to meet objectives. Additionally, the supervisor will ensure that the employee and work product will be as effectively managed as their on-site colleagues.