



Rowan College of South Jersey

Administrative Procedure: 7421

TELECOMMUTING FOR EMPLOYEES

Telecommuting is a work arrangement in which some or all of the work is performed at an off-campus work site such as the home or in office space near home.

Telecommuting will be considered on a case by case basis with the approval of the employee's supervisor and Vice President.

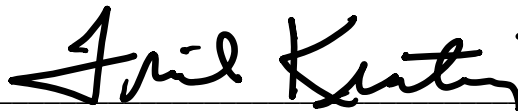
1. Telecommuting does not change the conditions of employment or required compliance with laws and policies. Employees telecommuting are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, time and attendance and leave policies. Supervisors must ensure compliance with the Fair Labor Standards Act.
2. Supervisors may require employees to report to a central workplace or video conference as needed for work-related meetings or other events or may meet with employees in the alternative work location as needed to discuss work progress or other work-related issues.
3. If approved for telecommuting, the employee is expected to maintain appropriate levels of productivity and quality of work. If working from a home-based location, the employee is expected to create a work site that creates a productive work environment during the agreed upon work hours. The supervisor will use the College's normal performance management system to clearly define the performance expectations and to assess the employee's performance. If a decline in performance is noted, the arrangement will be canceled.
4. Employees working from a location within their home are responsible for maintaining their work environment as a safe and productive work space. Work related injuries occurring at the employee's home-based work location are subject to the College's Worker's Compensation plan.
5. Telecommuting approval must be initiated through a formal agreement. This agreement will establish:
 - i. That the agreement may be revoked any time without cause by written notification of the College or upon request by the employee;

- ii. That the agreement will be reviewed periodically for compliance and to ensure the continued justification for the work agreement;
 - iii. The employee's work schedule;
 - iv. The employee's work location(s);
 - v. How communications between the employee, supervisors, colleagues and others will be maintained;
 - vi. The equipment, material, and internet access required to accommodate the work. At the College's discretion, appropriated funds may be used to provide:
 - computer and printer;
 - telephone and specified internet provider/protocols;
 - supplies, e.g., paper, printer cartridges; and
 - other equipment as necessary to perform required work.
6. That the College will not be responsible for any additional costs associated with telecommuting such as utilities, home maintenance, etc. The employee will be responsible for any tax implications of a home-based work location. For a home-based work location, the employee will be responsible for providing insurance coverage for equipment, supplies, etc. provided by the College.
7. That the employee will be responsible for compliance with any local zoning ordinances or other restrictions related to maintaining a home-based work site. The College will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions.
8. An indemnification and hold harmless clause releasing the College and the State from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's acts, omissions, bad faith, willful misconduct or negligence excluding acts within the scope of the employee's employment.
9. That the employee must follow policy and administrative procedure *4001 Acceptable Use of Technological Resources* for protecting confidential information and the employee will be responsible for any materials and documents transported from the College.

Area: Human Resources

Approved: 07/14/20

President's Authorization: _____



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7421 Telecommuting for Employees*

Rowan College of South Jersey Administrative Procedure, *4001 Acceptable Use of Technological Resources*

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