



Rowan College of South Jersey

Administrative Procedure: 7421

TELECOMMUTING FOR EMPLOYEES

Telecommuting is a work arrangement in which a portion or all of employee work responsibilities are performed or all of the work is performed at an off-campus work site such as the home or in office space near home. Telecommuting may be assigned by job description, on a short-term basis (1-2 weeks), or mid-term basis (ADA reasonable accommodation). In the event of a long-term situation (FMLA or ADA disability) HR is to be contacted. Contact HR with all telecommuting questions. Telecommuting is not to be used for reasons including, but not limited to, leave of absence or care for children, parents, or others.

As part of RCSJ's evolving response to COVID-19, this administrative procedure provides temporary guidance and flexibility to facilitate telecommuting arrangements due to the pandemic outbreak. Where appropriate, College employees may work from home or another remote location in accordance with performance expectations and other terms determined by their divisional Vice President.

Telecommuting arrangements may not be feasible in all cases and as of December 31, 2021 all telecommuting arrangements based on the COVID-19 pandemic will end.

Telecommuting will be considered on a case-by-case basis with the approval of the employee's 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. Vice Presidents must ensure compliance with the Fair Labor Standards Act.
2. Vice Presidents 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. Vice Presidents 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 from 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, Vice Presidents, supervisors, colleagues, faculty, staff, students, and others (as needed) 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 tasks.
6. 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.
7. 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 agreement.
9. 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

Revised: 11/09/21

President's Authorization:

A handwritten signature in black ink, appearing to read "Jim Keating", is written over a horizontal line.

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*

Rowan College of South Jersey Administrative Procedure, *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO)*

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