

Title:	Telework Policy
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△ Responsibility:	Executive Director of Human Resources

Policy

Cecil College considers telework to be a viable, flexible work option when both the employee and the job duties are suited to such an arrangement. Telework requires assessment of not only individual employee duties but the employee's need to interact in person with other members of the College community to support the College's mission. The President or designee will designate which positions are eligible for telework. Positions that may be considered for telework will be documented within the job description. The employee's supervisor then has the responsibility to consider and approve telework pursuant to College policies and procedures.

The supervisor's decision will be reviewed and requires approval of the area Vice President and Human Resources. Telework arrangements may be modified, suspended, and/or discontinued at any time, at the discretion of the College.

Teleworking allows employees to work offsite for one day each week based upon approval of a supervisor. Employees may also be required by their supervisor to report to campus or other designated worksite during their scheduled remote day to attend in-person meetings or events. Teleworking is not an entitlement. Some positions are not conducive to telework because the essential job functions cannot be performed remotely.

Teleworking can be informal, such as working away from the office on a short-term or limited duration basis or a formal, set schedule of working away from the office as described below.

Employees who are teleworking must continue to adhere to College policies and procedures while working remotely, including, but not limited to, the College's non-discrimination, anti-harassment, and non-retaliation policies. Violations of College policy may result in cessation of teleworking and/or other discipline, up to and including termination of employment.

Procedure:

Employees who want to be considered for a telework arrangement must inform their supervisor and complete the Telework Request Form. The supervisor will review the procedures and then approve or deny the request. The supervisor's decision will be reviewed and requires approval of the area Vice President and Human Resources. Periodically, but at least annually, the

effectiveness of the telework arrangement will be reviewed by the supervisor and the employee. To be eligible for a teleworking arrangement, the employee must: (1) if applicable, have received during the most recent performance evaluation at least a “meets requirement”; and (2) not actively be on any step of the performance management process.

The College will consider the following non-exhaustive list of factors when determining whether a position is eligible for telework and when approving a telework request.

- Whether the employee can successfully perform essential job functions while teleworking;
- Whether the position is suitable for telework;
- Whether Cecil College has a need for the employee to be at their regular job location;
- Whether the employee can be supervised adequately while teleworking;
- Equipment needs, workspace design considerations, scheduling issues, and other physical workspace needs;
- The employee’s performance and disciplinary history.

Teleworking must be arranged so that it does not eliminate essential job duties and does not negatively impact performance and level of service. Supervisors are responsible for monitoring all teleworking activity for their employees, including:

- Verifying and ensuring attendance.
- Regularly monitoring completion of work tasks and objectives.
- Assessing the performance of employees with telework schedules.

Performance Guidelines:

- The teleworker must maintain a consistent and satisfactory performance level as determined and evaluated by the supervisor.
- The supervisor will establish the telework schedule based on College needs and input from the employee.
- The teleworker must be reachable during normally scheduled working hours by phone, email, and online platforms utilized by the College, just as if the employee were in the office.
- The teleworker will notify the supervisor as soon as practical of any technical or logistical issues that prevent the employee from working.
- During an inclement weather day or other emergency office closure, teleworkers are expected to work, unless they are on approved leave.
- Employees who are teleworking are expected to work during their scheduled hours.
- Teleworking employees are expected to work from a location that permits the employee to perform their job (i.e., free from distractions such as watching children).
- A teleworking employee is not permitted to work overtime without prior approval from their supervisor. Failure to comply with this requirement may result in the termination of the teleworking arrangement and other discipline, up to and including termination.
- Hourly employees should record time worked via the online Jenzabar system. Hourly employees should report exact total daily hours worked. For example, if the employee

worked 7.5 hours during the work day then they should record 7.5 on the electronic timecard. Part-time employees who work more than five (5) hours shall take at least a half hour unpaid break and full-time employees, unless approved by their supervisor to take a half hour unpaid break, shall take at least an hour unpaid break. The unpaid break is not recorded in the time system. Hourly and salaried employees should request time off via the online Jenzabar system in accordance with college leave policies. Submitting time off requests will generate timecards that will be approved by the employee's supervisor.

- Teleworking employees are bound by College policies and procedures.
- Teleworking employees must receive formal authorization to remove any college-owned equipment from campus.
- Violations of College policies may result in cessation of the teleworking arrangement and disciplinary actions, up to and including termination of employment

Caregiving Responsibilities

Employees should contact Human Resources if they have caregiving responsibilities that will affect their ability to telework during working hours. The College will consider alternative work schedules, including intermittent leave, in appropriate situations.

Data Security and IT

Employees must comply with the College's Responsible Use of Information Technology Resources Policy and the Data Classification Policy. When working remotely, it is critical that employees safeguard data and information by taking the following steps:

- Avoid using personal email for work.
- When sending sensitive information via email, password protect files or encrypt emails.
- Do not allow others, including others in your household, to view or overhear sensitive information (i.e., medical information of others, protected personal information, student data).
- Do not use personal cloud storage accounts to share College files.
- Do not save College data or information to a personal computer or application/system (i.e., mobile phones, tablets, and other electronic devices).
- Do not save personal data to a College computer or application/system.
- Do not print sensitive data (i.e., medical information of others, protected personal information, student data) or information unless necessary.
- Securely maintain and store sensitive data and information and shred hard copies as appropriate.
- Be mindful of unsolicited electronic messages and attachments to ensure they are legitimate.
- If you encounter an email that you know or suspect is a phishing attempt, please notify the College immediately at helpdesk@cecil.edu.
- If you notice something unusual or if you suspect your device has been compromised while working remotely, contact the College immediately at helpdesk@cecil.edu.
- The teleworker is responsible for the cost of the internet service at the telework location.

- The use of personal PC equipment may be required based on College inventory levels. Preventative maintenance, repair, relocation, and replacement of personal equipment are the responsibility of the teleworker.
- If the telework arrangement is terminated, the teleworker will return all College equipment used specifically for telework within seven days of the last day of teleworking.
- The teleworker's home office space should be one that will not interfere with the employee's participation in telephonic or video meetings or lead to the inadvertent disclosure of confidential information.

Safety

Telework locations should be safe. To this end, the College recommends that teleworking employees review their telework locations to confirm that:

- The location is free of potential hazards that could cause physical harm (such as frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams, and or uneven floor surfaces).
- Electrical outlets are grounded (3 pronged).
- Furniture and equipment being used (i.e., desks, chairs, file cabinets, shelves, bookcases) are safe, sturdy, and appropriate for use.
- Appropriate safety equipment (i.e., smoke and carbon monoxide detectors, fire extinguisher, first aid kit) are available.

Liability for Injuries:

- The teleworker may be covered under the Maryland Workers' Compensation Law if injured in the course of performing official duties at the remote work site during working hours.
- The teleworker must notify their supervisor immediately of any accident or injury that occurs at the remote work site and to complete any required forms.
- The College will investigate such a report in accordance with existing policies.
- The teleworker understands that the College will not be liable for damages to the teleworker's personal or real property while the teleworker is working at the remote work site.

Reimbursement:

- The College will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g., internet, utilities and/or insurance) whatsoever, associated with the use of the teleworker's residence or personal computer equipment.
- The College may reimburse the teleworker for expenses that are authorized in advance by his/her supervisor and incurred while conducting business for the College per policy.
- It is the teleworker's responsibility to determine any tax implications of maintaining a remote work site in their home. The teleworker is encouraged to consult with a qualified tax professional to discuss tax implications. The College will not be responsible for any

tax implication of teleworking.

- The teleworker is responsible for maintaining the most current network security for their computer systems. The College will not be responsible for any loss of personal data, or access to their home system from bad actors on the College networks.