

# DAVIDSON-DAVIE COMMUNITY COLLEGE

## Human Resources

### STAFF TELEWORK

#### POLICY 3.4.7

Davidson-Davie Community College provides telework arrangements to employees when it is mutually beneficial to both the college and the employee. The policy defines telework, indicates the requirements for formal Telework Agreements and outlines the responsibilities of both teleworkers and the college. This policy does not include requests to telework as an accommodation for a disability. Employees requesting a telework arrangement due to a disability should be directed to Human Resources to discuss potential workplace accommodations in accordance with the Americans with Disabilities Act. For rules related to work during a weather emergency, see [Policy 3.2.11](#).

**Telework** is defined as any work arrangement that allows employees to work outside of their primary worksite at an alternate location, on a regular basis, at least one day a week, pursuant to an approved Telework Agreement.

Approval of telework arrangements, will be made on a case-by-case basis. The nature of the work performed, the employee's past work performance, as well as the telework location must be taken into consideration by the supervisor to determine telework feasibility before entering into a Telework Agreement. Telework is not a contract of employment, an entitlement, nor is it a college-wide benefit. A telework arrangement does not change the terms and conditions of employment with the college.

Occasional, non-regularly occurring out-of-office work arrangements may be allowed on a case-by-case basis if approved by an employee's supervisor and vice president (or designee). A formal Telework Agreement is not required for these occasional telework arrangements. A supervisor and vice president's approval on one occasion does not imply that future requests of a similar nature will be approved.

Typically telework arrangements may not be considered for staff until the employee has completed at least one year of service in the position intended to be covered by the Telework Agreement, unless otherwise approved by a supervisor and vice president. In addition, all employees must maintain a good work record prior to making a request to telework (e.g., no excessive or unexcused absences, no corrective action within the last twelve (12) months of employment, and no misuse or loss of equipment). In some cases, the college may establish new or open positions in which telework is an expected condition of employment. For those designated telework positions, the job announcement will describe the telework requirement and include a statement that the ability to work effectively and efficiently from an alternate worksite is a qualification of the position.

Telework is not a substitute for child or other dependent care. Teleworkers shall make or maintain childcare, adult care, or similar personal arrangements to permit concentration on work assignments during agreed upon work hours.

### **EXCEPTION TO THE POLICY FOR EMERGENCIES**

The college may implement a temporary allowance for more flexible and widespread telework arrangements during an adverse working condition emergency, such as fire, power failure or public state of emergency. As such, it may be necessary to temporarily lift certain requirements of this policy, such as a formal Telework Agreement, during all or a portion of the emergency, as deemed appropriate by the Human Resources Director (or designee). Supervisors are still required to consider telework arrangements

on a case-by-case basis to determine if teleworking is a feasible option; these telework arrangements continue to depend upon the nature of the work performed, the employee's past work performance and the telework location.

The President is hereby authorized to develop procedures to implement this Policy.

Adopted: September, 2021