

2492 – ALTERNATIVE WORK-LOCATION

Barton considers alternative work locations for eligible positions that would mutually support the College and the employee. An approved alternative work location agreement should not be considered an entitlement, nor a college-wide benefit. Approved arrangements must align with the institution's standards of quality service and accessibility.

ALTERNATIVE WORK LOCATION OPTIONS

Remote – an approved college-initiated arrangement that allows all work associated with a position to occur at an alternative work location on a permanent basis. Approval is based on both position and employee eligibility criteria. Approval is required from the employee's direct and indirect reporting structure, the applicable Vice-President, the Director of Human Resources and the President.

In the event a current employee with an approved remote arrangement no longer serves within the position, the College does not guarantee the position will remain remote.

Telecommuting – an approved arrangement that allows for some work to be performed at an alternate work location. Approval is based on both position and employee eligibility criteria. Approval is required from the employee's direct and indirect reporting structure, the applicable Vice-President, the Director of Human Resources and the President.

Approved telecommuting arrangements must occur in a consistent scheduled format, must align with the primary work location's hours of operation, may not be consecutive work days (Monday and Friday are consecutive work days), and may not exceed two work days in a typical work week. Additionally, employees with an approved telecommuting arrangement must be willing to forgo their alternate work location for a period of time should department or team coverage be required due to unplanned circumstances.

In the event the current employee with an approved telecommuting arrangement no longer serves within the position, the College does not guarantee continued approval for telecommuting for the replacement employee.

TELECOMMUTE POSITION ELIGIBILITY CRITERIA (Full-Time and Regular, Part-Time Positions)

- Must meet a majority of the criteria:
 - The functions of the position are mostly information based.
 - Minimal person-to-person contact is required to complete functional tasks.
 - In general, the employee associated with the position works alone and does not rely on face-to-face interaction with other college personnel, students and/or members of the institution's constituencies.
 - Telecommuting will not negatively impact the employee's work team, nor internal or external service.
- Adjunct and temporary positions are not eligible

TELECOMMUTE EMPLOYEE ELIGIBILITY CRITERIA

- Successful recorded service within the position for a minimum of one year (applicable to telecommuting.)
- Demonstrates the ability to achieve work duties in an accurate and reliable manner; exhibits the capability to independently manage time, identify priorities and make decisions, and perform position functions with minimal supervision.

- Temporary requirement due to medical occurrence and/or requirement for return to work resulting from health and/or disability situations (number of days and consecutive work days do not apply).
- Seniority is not an eligible criterion.

ALTERNATIVE WORK LOCATION REQUIREMENTS AND EXPECTATIONS

- Approved remote or telecommuting arrangements shall not be considered a back-up for personal situations linked to family activities, personal appointments, care for children or aging family members, family illness, etc. In the event an employee has an approved remote or telecommuting arrangement and finds themselves in a personal situation, they are required to submit leave (vacation, sick or personal) for the time during a standard work day they are unable to perform their assigned work functions. The college benefit of leave is intended for use whether an employee performs their duties at their primary work location or at an approved alternate work location.
- Employees with approved remote or telecommuting arrangements are expected to adhere to college policies and procedures and in accordance with exempt or hourly employment guidelines.
- Employees working remotely or with a telecommuting arrangement are required to utilize college approved communication practices to remain connected to the institution, colleagues, students and constituents. Examples include, but are not limited to email, phone calls, text messages, video conferencing.
- Remote or telecommuting arrangements require a safe working environment and one that is separate from alternate work location interruptions and distractions. If non-employed individuals reside at the alternate work location, it is expected that these non-employed individuals will not participate in tasks, events and/or activities associated with a standard work day.
- Technology equipment, software and consumable supplies will be provided to employees with an approved remote agreement; however, these resources will not be available to employees with an approved telecommuting arrangement. Remote employees will not receive college equipment, software and/or consumable supplies in excess of the minimum needed to complete the same work at a primary work location. The Information Services Department will determine the resources provided.
- Employees are responsible for providing and maintaining high speed Internet connections. If problems arise with the connection and work cannot be conducted, the employee is required to take vacation or personal day leave. If an employee can adjust their alternate work location to their primary assignment for the duration of the technology issue, leave is not required.
- Employees are responsible for maintaining and repairing their own equipment at personal expense and on personal time. The College is responsible for maintaining, repairing and replacing College owned technology equipment.
- In the event of equipment malfunction, an employee is asked to notify their supervisor immediately. During the time it takes to make the necessary repairs, the employee and supervisor will work together to identify a solution that will continue the employee's ability to work.

- It is at the discretion of the employee's supervisor whether to track an employee's production during a remote or telecommuting agreement. Supervisors are required to meet regularly with employees to ensure communication about work functions, alternative work location details and performance. Documentation should be filed as applicable to discussions and situations. Employees who have approved remote or telecommuting arrangements are subject to the same appraisal or evaluation schedule as all employees. Documented performance concerns are grounds for terminating an approved remote or telecommuting arrangement.
- If the remote or telecommuting employee's primary work location closes due to inclement weather or for a reason beyond the College's control, the employee will be required to either work that day or take vacation/personal day leave. This requirement does not apply to closures associated with official college holidays, breaks or official notices of closure.
- If an employee with an alternative work location agreement incurs a work-related injury during working hours, worker's compensation law and rules apply. Employees must notify their supervisor and Human Resources immediately and complete all necessary documents regarding the injury.

PROCESS FOR INITIATING AN ALTERNATE WORK LOCATION AGREEMENT

- A request for an alternate work location assignment may be initiated by an employee or an employees' supervisor.
- If the request for an alternate work location meets the position and employee eligibility criteria and is approved by the employee's direct supervisor, the supervisor's applicable Vice-President, the Director of Human Resources and the president, an "Alternative Work Location Agreement" is completed.
- The originals of the agreement will be submitted to the Human Resources Offices with copies provided to both the supervisor and the employee.
- If the agreement is associated with a new employee, the supervisor needs to identify on the Blue Team Form that the employee is working at an alternate work location, and note any technology needs on the form.
- If the agreement is associated with a current employee and the employee will have technology needs related to the agreement, the supervisor needs to submit a technology request form.

TERMINATION OF APPROVED REMOTE OR TELECOMMUTE AGREEMENT

An approved remote or telecommuting agreement may be modified or terminated for any reason, at any time.

If an employee requests to terminate the agreement, the supervisor will arrange for the employee to begin working at their primary work location as quickly as possible, but no later than 30 days after notification by the employee.

Supervisors may terminate an employee's alternative work arrangement and should provide an employee 30 days' notice to return to the primary work location. An employee who refuses to return to their primary work location after a remote or telecommuting agreement is discontinued may be subject to disciplinary action, up to and including termination.

Employees who previously had a remote or telecommuting arrangement are not guaranteed

continuance when returning from a leave of absence or after a job transfer.

RENEWAL OF REMOTE OR TELECOMMUTING AGREEMENTS

The employee and supervisor must complete a new remote or telecommuting agreement with a July 1st effective date. The employee and supervisor must also complete a new remote or telecommuting agreement when the employee changes positions or a new supervisor is hired. The signed original agreement should be given to Human Resources with copies to the direct supervisor and employee.

Contact(s): Director of Human Resources

Related Form(s): [Alternative Work Location Agreement](#)

References:

Relevant Policy or Procedure(s): 1470 – Employment/Separation

Approved by: President

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