Temporary Telework Policy

In response to the COVID-19 (corona) virus outbreak, in an effort to promote the health and safety of our employees and their communities, Allegany College of Maryland (ACM) will permit certain employees to telework on a temporary basis. ACM recognizes that, in light of the current health situation, telework may temporarily provide a mutual benefit for both ACM and the employee.

Telework is defined as a mutually agreed-upon arrangement between Allegany College of Maryland (ACM) and an employee wherein the employee is allowed to work at specified times at a location other than the employee’s normal campus worksite, such as a home office, while using technology to connect to the college in performance of their job requirements. Telework may not be suitable for all employees and/or positions. Due to the uncertainty and length of the COVID-19 outbreak, all temporary telework arrangements will be evaluated on an ongoing basis and are subject to being modified or discontinued upon written notice. Employees who are approved for temporary telework should have no expectation of ongoing telework.

An employee who is out of the campus-assigned office on telework must be reachable during scheduled hours by phone or electronically, and if necessary, the employee may be required by the supervisor to return to the office with reasonable notice. Employees are expected to provide supervisors with planned work assignments to be undertaken while teleworking and to summarize accomplishments to the supervisor. Open and ongoing communication is required between the teleworker and the supervisor for telework to be successful and to continue.

A teleworking employee's salary, job responsibilities, number of hours worked, and benefits remain unchanged while away from the campus-assigned office. To the extent possible, the amount of time an employee is expected to work and/or productivity expectations will not change due to teleworking, though temporary telework schedules may include flexible hours outside of regular business hours, to accommodate the challenges employees face in their homes and communities as a result of the COVID-19 outbreak. If different than normal business hours, the teleworkers schedule must be agreed upon by the supervisor and teleworker. Schedules may be reevaluated and updated as needed.

Eligibility

Candidates for teleworking arrangements must meet at least one of the following criteria:

- Be in a position in which some or all of the functions may be performed from a remote location – which will be determined at the sole discretion of the immediate supervisor, Dean, VP and HR
- Have an immunosuppressive health issue or has someone at home with an immunosuppressive health issue
- Have child-care issues due to school and/or daycare closings

Not all jobs can be performed from an off-site location. In general, positions requiring face-to-
face interaction with students and some office personnel may not be suitable for telecommuting arrangements. ACM may re-evaluate the eligibility of a position for working from home at any time.

To be in a position eligible for a telework arrangement, an employee must be assigned duties that are suitable for off-site completion, have a satisfactory record of work performance and demonstrate the ability to work independently. In cases where the employee has not had sufficient time on the job to establish a record of satisfactory performance, the request for telework will be handled on a case-by-case basis.

An employee and supervisor must complete a telework application and agreement form and receive written approval from all levels of supervision above the unit. The telework application form outlines general guidelines and requirements for telework arrangements, and processes regarding computers, software, supplies, and support. Once approved, the arrangement may be modified or terminated at any time by either party.

**Teleworking Work Sites**

Because worker's compensation benefits still apply, the employee's alternate worksite must be safe and free from distractions. The work site should be maintained in a safe condition, free from hazards to people and equipment. The employee will immediately report any injury sustained while teleworking to the employee’s supervisor and HR. In completing the telework application, the employee will be asked to complete a checklist certifying that the alternate worksite is a safe and suitable environment.

**Teleworking Equipment, Supplies and Travel**

On a case-by-case basis, and subject to change at any time, ACM will determine what equipment, if any, to provide to the employee to facilitate the teleworking arrangement. ACM accepts no responsibility for theft, loss, damage or repairs to employee-owned equipment. Any equipment that ACM provides to an employee as part of a teleworking arrangement shall remain the property of ACM, and ACM will maintain that equipment. This equipment must be used for business purposes only. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to ACM. ACM will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. ACM will also reimburse the employee for certain business-related expenses such as shipping costs or postage, etc. that are reasonably incurred in accordance with job responsibilities, with prior approval from the employee’s supervisor. Unless otherwise agreed upon in advance and in writing, ACM will not be responsible for any other costs the employee may incur while teleworking.

The teleworker will not be paid for time involved in travel between the remote location and the designated office. Travel expenses will adhere to the college’s travel policy.
Individual tax implications, auto and homeowner’s insurance, and incidental residential utility costs are the responsibility of the teleworker.

**Security**

Employees approved for temporary telework are responsible for the security of information, documents, and records in their possession or used during teleworking. Restricted-access material should not be accessed or removed from the worksite without written consent from the employee’s supervisor. Employees approved for temporary telework must apply appropriate safeguards to protect Allegany College of Maryland’s confidential information from unauthorized disclosure or damage, and must comply with all privacy and security protocols and requirements implemented by Allegany College of Maryland.

**Telework Arrangements**

Professionalism in terms of job responsibilities and work input will continue to follow the high standards set for all personnel at ACM. If the agreement is approved, the employee and immediate supervisor will mutually agree on the dates, times, and frequency of telework assignments.

To the extent possible, the amount of time an employee is expected to work and/or productivity expectations will not change due to teleworking, though temporary telework schedules may include flexible hours outside of regular business hours, to accommodate the challenges employees face in their homes and communities as a result of the COVID-19 outbreak. Any modifications to the employee’s work schedule must be reviewed and approved by the supervisor in advance. Any overtime or compensatory time for non-exempt staff must be approved by the supervisor in advance.

Employees are expected to provide supervisors with planned work assignments to be undertaken while teleworking and to summarize accomplishments after returning to the worksite.

The employee must be available through phone or electronic devices during scheduled work hours. If supervisor or college commitment requires attendance at any meeting, the employee is still expected to attend in person or virtually when approved by the direct supervisor. Additionally, if during an employee’s telework assignment he/she is requested by the supervisor to report to the primary work location due to an operational need, the employee will report in a reasonable amount of time. The supervisor shall provide advance notice to the employee, when possible.

**All Other Policies Apply**
ACM’s teleworking employees must continue to abide by all other policies and procedures including, but not limited to, those in regard to computer use, social media and confidentiality. As a condition of teleworking, all employees who receive permission to telework under this policy must first sign a Temporary Telework Agreement.