Southwestern Oregon Community College

AP 7063

Temporary Telecommuting

Southwestern Oregon Community College (SWOCC) recognizes there may, on occasion, be circumstances when it would be beneficial for staff to telecommute either in order to ensure business continuity in the event of an emergency such as a weather disaster or pandemic; or to complete a particular task on a temporary basis. However, it is not possible to offer telecommuting options to every staff member as the requirements for some positions will not be suitable for such arrangements. The operational needs of SWOCC take precedence over any telecommuting arrangement.

Staff should not assume any specified period of time for emergency telework arrangements, and Southwestern Oregon Community College may require staff to return to regular, in-office work at any time.

Eligibility

Prior approval is required before a staff member can engage in temporary telecommuting. The staff or supervisor may submit a request to the Chief Human Resources Officer (CHRO). Consideration will be given to any such request. A decision regarding the suitability of working at home will take into account all relevant circumstances. The CHRO, in conjunction with the Chief Information Officer (CIO), will review the telecommuting request taking into account the factors listed below. The decision of the CHRO and CIO is final.

All arrangements for monitoring, supervision, workload, etc., will be agreed upon in accordance with existing SWOCC procedures and any applicable collective bargaining agreements. For a single occurrence of telecommuting, the precise project or task must be agreed upon beforehand.

1. Needs of the department or unit
2. Staff's work duties and the ability to measure or assess work performed
3. Availability and costs of needed equipment
4. Effect on service
5. Effect on the rest of the unit or department
6. Measurable objectives and results mutually agreed to by the staff and the supervisor
7. Other items deemed necessary and appropriate

Telecommuting is a prerogative of the College, not an entitlement of staff. It is approved on a case-by-case basis consistent with the mission of the College and the respective department or unit.

Procedure:

In the event of an emergency, Southwestern Oregon Community College may require certain staff to work remotely. These staff will be advised of such requirements by their supervisor or Human Resources. Preparations should be made by staff and supervisors well in advance to allow telework in emergency circumstances. The IT Department will be available to review equipment needs and to provide support to staff in advance of emergency telework situations.

For voluntary telework arrangements, either the staff or supervisor can initiate a temporary telecommuting agreement during emergency circumstances. The staff and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues. It is understood that not all essential duties of a position can be done while telecommuting for one reason or another. Therefore, the supervisor and staff member should

discuss and highlight on the job description which duties will be required to be performed while telecommuting. The job description with the highlighted duties to be performed or a statement of the temporary short term project to be done while telecommuting should be forward to the Chief Human Resources Officer with the request to telecommute.

After a thorough discussion about job responsibilities, workspace design, and department needs, the supervisor will forward the request to the Chief Human Resources Officer for consideration. The Chief Human Resources Officer in conjunction with the Chief Information Officer will review the request using the eligibility criteria listed in the above section. If approved, a telecommuting agreement will be prepared by Human Resources and signed by the staff and their supervisor.

A completed telecommuting agreement is required and must be signed by the supervisor, the staff, CHRO, and CIO. Copies of these documents shall be kept in the staff member's personnel file and be forwarded to the Vice President of Administrative Service's office for Risk Management purposes. This agreement shall be reviewed as necessary to determine if the need still exists for temporary telework.

This agreement may be terminated in writing by either the staff or the College. If the agreement is terminated, a reasonable amount of time will be given for the staff member to transition back to the worksite. The College reserves the right to terminate the agreement without notice if the staff violates any College policy or procedure.

If employment is terminated, the staff will promptly return all SWOCC equipment, software, documents, supplies and property in the staff member's possession.

Physical Environment
The staff member will establish an appropriate work environment within their home for work purposes. Southwestern Oregon Community College will not be responsible for costs associated with the setup of the staff member's home office, such as remodeling, internet access, furniture or lighting, nor for repairs or modifications to the home office space.

Southwestern Oregon Community College will determine the equipment needs for each staff on a case-by-case basis. Equipment supplied by the College is to be used for business purposes only.

Staff are required to comply with SWOCC's Health and Safety standards while they are at work. Staff are expected to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

The worksite must be in the state of Oregon unless it is a temporary telework situation based on travel or temporary situation that is reasonable.

SWOCC assumes no liability for injury at the telework site to any other person who would not be in the work area if the duties were being performed at the regular place of employment. If the staff member is injured, the staff member must notify their supervisor immediately and complete all requested documents regarding the injury.

Availability/Responsiveness
The staff member must be available and respond to phone calls, email or chats while telecommuting. In the event that the staff member is sick or needs to take another form of leave during a period of telecommuting, SWOCC's usual leave reporting rules apply and must be followed.

Temporary telecommuting is not a substitute for dependent care.

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Compensation and Benefits
Telecommuting is a management tool allowing for business continuity and/or flexibility in work options on a temporary basis. It does not change the basic terms and conditions of employment. The staff member's wage or salary, job responsibilities, and benefits do not change as a result of telecommuting.

Work Schedule and Overtime
The work schedule of the employee will be determined by the supervisor and will be documented in the telecommuting agreement.

The working of overtime, accrual of compensatory time, requests for leave, etc. will be subject to the same rules and regulations in place at the campus work location.

Equipment and Information Security
Staff engaging in telecommunication, will be provided a standard SWOCC computer purchased by the College. Staff are required to keep College equipment and data in a secure locked location when not in use.

Only Cisco AnyConnect VPN clients may be used to connect to the College network. The staff and supervisor can agree on a laptop or desktop/monitor set up and then coordinate with the SWOCC ITS Department regarding purchase or loan of existing equipment. Staff are not to use their home computer to complete SWOCC-related work activities. Staff are responsible to maintain and pay for their own internet access to their home work environment.

Maintenance on College-owned equipment will be performed only by the SWOCC ITS Department. Only approved and licensed software can be installed on the computer. For maintenance that cannot be performed remotely, College-owned equipment must be brought to the SWOCC ITS Department.

College-provided equipment while telecommuting is not an entitlement of staff. Depending on the job, equipment needs will vary and are determined by the supervisor and the SWOCC ITS Department.

Staff must abide by the College's procedures covering acceptable use, information security, software licensing and data privacy.

Keep College data 'on College technology':
- Do not screenshot items and save them to your remote computer.
- Do not save confidential information from email, email attachments, or other sources to your remote computer.
- If you checked out a laptop, treat this as you would any high value personal technology; laptops are a high-theft target, any confidential College data stored on a stolen laptop would be considered a data breach by the State of Oregon and the Department of Education.

- Remote desktop allows you to access your office computer, network storage, and other College data just as if you were in the office. Save to these locations as you normally would.
- By using VPN technology users must understand that their machines are a de facto extension of Southwestern Oregon Community College's network, and as such are subject to the same rules and regulations that apply to Southwestern Oregon Community College-owned equipment, i.e., Acceptable Usage Policies.

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Confidentiality

Consistent with the College's expectations of information security for staff working at the office, telecommuting staff will be expected to ensure the protection of student and staff information accessible from their telework location.

Equipment, documents, and data should be accessible only to the staff member and safeguarded from access by other members of the household and visitors. It is the responsibility of staff with VPN privileges to ensure that unauthorized users are not allowed access to their VPN connection.

When actively connected to the College network, VPNs will force all traffic to and from your computer over the VPN tunnel. Dual (split) tunneling is NOT permitted; i.e., you may not have the remote computer connect to the internet on one connection and at the same time connect through the VPN tunnel to SWOCC's network.

Adopted: **October 7, 2020**

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