

Cankdeska Cikana Community College

Remote/Telework Policy

Purpose

Remote or teleworking allows employees to work at home for a designated period of time and limited only to specific reasons deemed necessary. Temporary teleworking arrangements may be approved for unforeseen circumstances such as CCCC closures due to inclement weather or other special/unique circumstances. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

CCCC considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Teleworking may be appropriate for some employees and positions but not for all jobs. Remote or teleworking does not change the terms and conditions of employment with CCCC, and therefore all Personnel Policies remain in effect.

Eligibility

The supervisor and employee with the assistance of Human Resources will evaluate the suitability of such an arrangement by reviewing the following:

- Employee suitability. The supervisor and employee will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers.
- Job responsibilities. The supervisor and employee will discuss the job responsibilities and determine if the job is appropriate for a remote or teleworking arrangement.

Procedures

A supervisor or employee may suggest remote or teleworking as a possible work arrangement. Any teleworking arrangement will be determined on a case-by-case basis, focusing first on the business needs of CCCC. Teleworking arrangements may be discontinued at any time at the request of the employee and/or CCCC.

The supervisor and employee will develop a work plan for the time designated for teleworking and will include the following:

- Structured timely check-ins (via phone or Zoom/Skype or face-to-face) and a work schedule of work to be accomplished. Flexible work schedules or hours to care for a family member(s) needs are appropriate, per FMLA.
- The timely check-ins will review the work output, assignments and projects.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and CCCC with the consent of the employee's health care provider, as appropriate.

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Equipment

Employees utilizing CCCC equipment are subject to the following terms and conditions:

- Any/all equipment supplied by CCCC is the property of CCCC and will be maintained by CCCC.
- CCCC reserves the right to make determinations as to appropriate equipment, subject to change at any time.
- Equipment supplied by CCCC will be used for business purposes only.
- Employee must take appropriate action to protect the items from damage or theft.
- CCCC will reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job, but with appropriate receipts.
- Upon termination of employment, all property will be returned to CCCC unless a negotiated fair-price is determined wherein employee may keep the item.

The employee will establish an appropriate work environment within his or her home for work purposes. CCCC is not responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with CCCC's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of proprietary and confidential company and customer information accessible from their home office and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in an ergonomically, friendly and safe manner. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Teleworking employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.