
Chapter: Personnel

Modification No. [004005](#)

Subject: **Flexible Work Arrangements**

- 1 I. Flexible work arrangements are intended to help the College meet the changing needs of
2 our students and our workforce; recruit and retain excellent employees; provide more
3 flexible work arrangements for eligible employees; provide a way to conserve office
4 space; and assist in the community effort to reduce outdoor air pollution and traffic
5 congestion attributable to automobile travel.
6
- 7 II. It is the policy of the Board of Trustees to offer flexible work arrangements as an effective
8 way to meet the needs of the College, its students, its employees, and the community.
9 The Board of Trustees expects that the implementation of flexible work arrangements will
10 enhance the availability and quality of College services, as well as employee productivity.
11
- 12 III. Flexible work arrangements include [telecommute](#)[telework](#), remote work, and alternative
13 work schedules. Flexible work arrangements are not universally available in all
14 occupational job classes and/or positions. Flexible work arrangements may be a
15 condition of employment in certain job classes and positions. Flexible work arrangements
16 must be authorized, in advance, by the appropriate supervisor and administrative unit
17 head.
18
- 19 IV. Unless conditioned on employment or implemented to protect health and safety, flexible
20 work arrangements are a privilege. Flexible work arrangements may be abbreviated or
21 terminated in totality should office coverage become a problem due to any changes in
22 work demands, office staffing, or due to other operational needs. Advanced notice will be
23 given to participating employees stating the rationale for abbreviation or termination. An
24 employee may discontinue participation in flexible work arrangements at any time with
25 notice to a supervisor, except for those where flexible work arrangements are required of
26 the position. Flexible work arrangements are not to permit employees to work at other
27 jobs or to run their own businesses. Failure to fulfill normal work requirements due to
28 other employment may be cause for disciplinary action up to and including discharge.
29
- 30 V. The employee's compensation, benefits, work status, and work responsibilities will not
31 change due to their participation in flexible work arrangements. The amount of time the
32 employee is expected to work per pay period will not change due to participation in
33 flexible work arrangements.
34
- 35 VI. Employees who participate in flexible work arrangements are subject to all College
36 policies and procedures including, but not limited to those regarding confidentiality;
37 disclosure of information; conflict of interest; and acceptable use of information
38 technology resources. All participants must complete a flexible work arrangement
39 application/agreement.
40
- 41 VII. The College President is authorized to establish procedures to implement this policy.
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Board Approval: March 19, 2001; May 18, 2009; June 17, 2019; October 19, 2020; [DATE](#).

Chapter: Personnel

Modification No. 006007

Subject: **Flexible Work Arrangements**

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I. Overview

- A. The following flexible work arrangements procedures apply during normal College operations.
- B. During an emergency closure, suspension, or mandated change in normal College, campus, or specific building(s) operations, specific guidance on flexible work arrangements will be provided, as appropriate, ~~by Human Resources and Strategic Talent Management (HRSTM)~~ based on the College's operational status. Subject to budget limitations, the guidance will include provisions for the purchase or loaning of equipment, office supplies, technology, assistive technology, or other items that may be necessary for employees to perform their job duties and ensure the continuity of operations. Any equipment or technology provided to employees is College property for business use only and must be returned when normal operations resume or upon request.

II. Definitions

- A. Alternate (Remote) Work Location: A worksite approved by the employee's supervisor and unit administrator that is not a College worksite.
- B. Alternate Work Schedule:
 - 1. Compressed Work Week: Regularly scheduled hours worked are fixed over fewer than five (5) days a week or, in some cases for exempt employees (only), over a two-week period.
 - 2. Eligible Position: An occupational job class and/or position identified by the Office of Human Resources and Strategic Talent Management (HRSTM) to be appropriate for flexible work arrangements.
 - 3. Flexible Work ~~Time~~ Schedule: Agreed-upon ~~starting~~ arrival and departure times that differ from the standard schedule for the department. The schedules may be fixed for a period or can vary from day to day.
 - 4. Flexible Work Arrangement Agreement: The documented agreement between the employee and the supervisor which defines and outlines the conditions and terms for the employee's participation in the flexible work arrangement.
 - 5. Main ~~Worksite~~ Work Location: An employee's primary ~~workspace~~ worksite and place where they normally perform work duties.
 - 6. Payroll Reciprocity: An agreement between two states that allows an employee that works and lives in different states to request exemption

from tax withholding in their ~~employment~~work state and only pay taxes in the state where they live.

~~B.C.~~ B.C. Remote Work: Remote work allows an employee to perform the duties and responsibilities of the employee’s position at a remote work ~~site~~location as their ~~main~~ (primary) work location on a routine basis. For the Remote Worker, the home or other approved alternate work ~~site~~location serves as the employee’s main ~~worksite~~work location. Remote workers may be required to periodically ~~to~~ travel to and work from an ~~onsite~~onsite College ~~worksite~~work location, as needed. The types of remote work include:

1. *Voluntary*: Remote work that is authorized pursuant to the application and approval processes detailed below.
2. *Conditional*: Remote work that is authorized as a condition of employment, to protect health and safety, or as the result of a certified accommodation.
3. *Mandated*: A period of remote work that is ordered as the result of an emergency situation involving health or safety pursuant to federal, state, local, or College mandates.

Alternate (remote) work locations must be in the United States. Locations within the U.S. are limited to the state of Maryland and states where the College has reciprocal payroll tax agreements. If deemed in the best interest of the College, exceptions may be granted with the approval of the appropriate Senior Vice President and Chief Human Resources Officer.

Requests for voluntary remote work arrangements require the additional approval of the Senior Vice President and the Chief Human Resources Officer, (or designee).

~~C.D.~~ C.D. ~~Telecommute~~Telework: ~~Telecommute-Telework~~ allows an employee to trade a commute to perform work, during any part of their authorized work schedule, away from their main worksite at an approved alternate work site. This is not a full-time arrangement. This does not include work done while on official travel or mobile work. The types of ~~telecommute~~telework schedules are:

1. Voluntary Regular ~~Telecommute-Telework~~ Schedule: ~~Telecommute~~Telework that occurs on a periodic and regularly-scheduled basis. Regular telework may also include situational telework schedule adjustments.
2. Voluntary Situational Only ~~Telecommute-Telework~~ Schedule: ~~Telecommute-Telework~~ that is approved on a case-by-case basis, ~~or that is not a part of a Regular Telecommute schedule.~~ Instances in which Situational Only ~~Telecommute-Telework~~ may ~~be approved~~be relevant include, but are not limited to: operational need, ~~inclement weather commuting issues~~, ability to maximize productivity ~~when the Telecommuter’s availability is impacted by personal appointments,~~ and/or focus on special work assignments.

- 143 3. Conditional Telework Schedule: A schedule that is authorized as a
 144 condition of employment, to protect health and safety, or as the result of
 145 a certified accommodation.
 146
 147 ~~2.4.~~ Mandated Telework Schedule: A period of telework that is ordered as a
 148 result of a change in the College's operational status or an emergency
 149 situation involving health or safety pursuant to federal, state, local, or
 150 College mandates.
 151
 152 ~~D.E.~~ Flexible Work Coordinator: The ~~Human Resources and Strategic Management~~
 153 (HRSTM) staff member responsible for: providing employees and supervisors
 154 with technical assistance and guidance; maintaining a list of all eligible positions;
 155 gathering and analyzing relevant data; producing and maintaining program
 156 records and reports; and reviewing and resolving any issues that may arise.
 157
 158 III. Eligibility
 159
 160 A. Eligibility for flexible work arrangements is based on the operational and service
 161 needs of a unit, the job responsibilities and duties of a position, and the
 162 employees' performance. Certain positions, including but not limited to, those
 163 responsible for providing in-person customer service or requiring an on-site
 164 presence are not suited for flexible work arrangements. ~~telecommute or remote~~
 165 ~~work. For example, public safety officers and building service workers are not~~
 166 ~~eligible for the telecommute or remote work program.~~
 167
 168 B. Unless otherwise noted in the conditions of employment, participation in flexible
 169 work arrangements is ~~discretionary~~ at the supervisor's discretion and will vary
 170 among departments, offices, and units, depending on the needs of the particular
 171 area and the function and responsibilities of employees.
 172
 173 C. Given the potential impact on customer service and operational needs, it is
 174 unlikely that an employee approved for a voluntary regular telework schedule
 175 would also be approved for an alternative work schedule. ~~Full-time and part-time~~
 176 ~~regular-status employees who have successfully completed the initial~~
 177 ~~employment probationary period, if applicable, may be eligible for flexible work~~
 178 ~~arrangements. The decision to allow an eligible employee to telecommute or~~
 179 ~~remote work will be made by the employee's supervisor, pursuant to Section IV,~~
 180 ~~B-outlined below.~~
 181
 182 ~~D.~~ Under normal circumstances, casual temporary employees and student
 183 employees are not eligible for a flexible work arrangement, such as voluntary
 184 remote work or telework schedules, unless otherwise noted in the conditions of
 185 employment.
 186
 187 ~~D.E.~~ Employees whose performance evaluations are below "satisfactory," or "meets
 188 expectations," are currently on a performance improvement plan and/or have
 189 been ~~placed~~ on a performance improvement plan within 90 days prior to making
 190 the request ~~requesting telecommute or remote work~~ are not eligible for flexible
 191 work arrangements. ~~to participate.~~
 192

193 ~~E.F.~~ Employees who have received formal disciplinary action in the form of a written
 194 warning or suspension within the past year from the proposed start date of a
 195 flexible work arrangement may not be eligible to participate.
 196

197 ~~F.G.~~ In determining ~~whether~~ if it is appropriate to endorse a request for flexible work
 198 arrangements, the employee's supervisor must consider the unit's operational
 199 and service delivery needs, the employee's job duties and responsibilities, and
 200 the employee's performance. Guidance for each aspect is provided on the
 201 Flexible Work Arrangements webpage. ~~whether:~~
 202

- 203 ~~1. The position has tasks that are portable and can be performed remotely~~
 204 ~~or outside of normal working hours;~~
- 205 ~~2. The financial impact of the flexible work arrangement;~~
- 206 ~~3. Service delivery to internal and external customers will be maintained;~~
- 207 ~~4. Operational requirements will be met;~~
- 208 ~~5. Offices or operations will maintain adequate coverage during normal~~
 209 ~~periods of public service;~~
- 210 ~~6. Satisfactory performance of the employee as evidenced by the most~~
 211 ~~recent performance evaluation;~~
- 212 ~~7. The employee demonstrates the ability to work independently;~~
- 213 ~~8. The position has clearly defined, measurable tasks and productivity may~~
 214 ~~be effectively measured with limited supervisor observation;~~
- 215 ~~9. Confidentiality will not be compromised and appropriate safeguards to~~
 216 ~~secure confidential data and information are available;~~
- 217 ~~10. There will be a positive impact on the environment;~~
- 218 ~~11. Increased employee engagement will be supported through improved~~
 219 ~~work/life balance.~~

220 ~~##IV.~~ Guidelines for Managing Flexible Work Arrangements
 221

222 A. A. Supervisors have the discretion to manage the conditions under which
 223 flexible work arrangements are scheduled and operationalized within their
 224 respective units. This includes the frequency of telework days in a given period.
 225

226 B. Flexible work arrangements may vary from person to person depending on the
 227 type of work and the needs of the department and the College and must be
 228 established and approved by the supervisor prior to beginning any flexible work
 229 arrangement. Non-exempt employees are not to work more than the scheduled
 230 hours without advance written approval from the supervisor. In the event the
 231 supervisor anticipates granting ad hoc flexible work arrangements outside of the
 232 specific schedule, the parameters of such flexibility must be outlined in advance.
 233 The amount of time the employee is expected to work per week and/or per pay
 234 period will not change due to participation in a flexible work arrangement.
 235

- 246
247 A.C. A voluntary regular telework schedule may include up to two (2) days per week of
248 work at home or at an alternate work location. Longer telework schedules may be
249 approved for a limited period on an exception basis with the approval of the unit
250 administrator. The daily work schedule should include appropriate breaks.
251 Employees shall not perform personal business or activities during designated
252 work hours.
253
- 254 ~~B.~~ ~~Supervisors have the discretion to manage the conditions under which flexible~~
255 ~~work arrangements are scheduled and operationalized within their respective~~
256 ~~units.~~
257
- 258 B.D. Unplanned or ad hoc requests for a flexible work arrangement during a single
259 work week or pay period may be granted to an employee at the discretion of the
260 employee's supervisor. Approval of a one-time unplanned or ad hoc request
261 does not constitute an ongoing, formal flexible work arrangement that extends
262 beyond a single work week or pay period.
263
- 264 DE. All flexible work arrangements must conform to ~~the overtime,~~ record keeping time
265 tracking, paid and unpaid meal breaks, and other provisions of the Fair Labor
266 Standards Act and other relevant employment laws. ~~Lunches-Mandatory meal~~
267 breaks and/or scheduled rest periods are not eliminated when an employee
268 works a flexible work arrangement.
269
- 270 F. All flexible work arrangements are granted on a temporary and revocable basis,
271 and may be discontinued by the employee at any time or by the employee's
272 supervisor with no less than ten (10) working ~~days-days'~~ notice.
273
- 274 G. Employees who ~~telecommute telework/remote work~~ must be available by
275 telephone, email, video-conferencing, and/or other communication and
276 collaboration technologies during scheduled work hours, with the exception of the
277 normal ~~30-minute 30-minute~~ per work day meal period and the two ~~15-minute 15-~~
278 minute break periods permitted under normal College procedures. Employees
279 are required to either forward their College office phone to their remote phone
280 line or check College ~~voice-mail~~ voicemail for messages at least once every two
281 (2) hours.
282
- 283 H. Participants ~~who in telecommute telework/remote work and remote work~~ are
284 required to have the appropriate technology and security measures in place to
285 perform the work as outlined in the flexible work arrangement agreement. In
286 addition, ~~telecommute telework/remote work~~ employees must have access to the
287 College e-mail system and any College systems and applications necessary to
288 perform their job responsibilities.
289
- 290 I. The supervisor retains the right to require an employee with a flexible work
291 arrangement to be physically present at the College on a day that conflicts with
292 the ~~agreed-upon agreed-upon~~ arrangement should the work situation warrant
293 such an action. When possible, ~~an employee employees~~ will be given a minimum
294 of ~~a 24-hours 24-hour~~ advance notice of events ~~which- that~~ require their physical
295 presence at the College. Notice requirements for fully remote employees may
296 differ based on their remote work location and should be documented within the
297 remote work agreement. An employee required to be present outside of their

- 298 flexible work arrangement may switch their day(s) during the same work week or
 299 pay period with approval from their supervisor.
 300
- 301 J. The supervisor retains the right to require an employee who works remotely to
 302 commute to a College office should the work situation warrant such an action.
 303
- 304 K. If a telecommute/remote work employee is ill and unable to perform scheduled
 305 work, the employee will notify the supervisor and report hours worked and use of
 306 ~~sick leave~~ Sick Time Off for hours not worked.
 307
- 308 L. Non-exempt Employees with approved flexible work arrangements are required
 309 to submit bi-weekly ~~time sheets~~ timesheets in accordance with the normal
 310 schedule. Exempt employees do not complete timesheets.
 311
- 312 M. In certain cases, taking ~~a f~~Family or ~~m~~Medical ~~l~~Leave of absence is a more
 313 appropriate option than a flexible work arrangement. For more information,
 314 please see College Policy and Procedure 35003-Leave Program or contact the
 315 ~~Office of Human Resources~~ HRSTM.
 316
- 317 N. In the event of a change in the College's operational status or closing of the
 318 College, employees should adhere to the work expectations and directives
 319 related to the respective status. In most instances, employees with the capacity
 320 to telework will be required to do so if the College is not closed. ~~delayed opening,~~
 321 ~~early closing, or full-day closing of the College due to inclement weather or other~~
 322 ~~emergency conditions, a non-essential employee scheduled to telework that day~~
 323 ~~is not required to work remotely and should enter any administrative leave~~
 324 ~~granted for that day on their time sheet.~~ Employees with a ~~compressed-~~ flexible
 325 work schedule that coincides with a delayed opening, early opening, or full-day
 326 closing will be responsible for making up any hours beyond any granted
 327 Operational Status Change Time Off. ~~administrative leave~~ For more information,
 328 please see College Policy and Procedure 58005-Closing of the College.
 329
- 330 V. Application, ~~and~~ Approval, and Submission Processes
 331
- 332 A. Application Process
 333
- 334 1. Employees who desire a flexible work arrangement shall:
 335
- 336 a. Review Eligibility and Guidelines for Managing Flexible Work
 337 Arrangements.
 338
- 339 b. Discuss the matter initially with their immediate supervisor.
 340
- 341 c. Submit their application which shall include the terms of the
 342 agreement including the specific hours and days of work and
 343 current job responsibilities for review and approval.
 344
- 345 B. Approval Process
 346
- 347 1. All flexible work arrangement applications are reviewed and approved by
 348 the employee's direct supervisor, who will determine ~~when~~ whether a
 349 flexible work arrangement is appropriate If the direct supervisor does not

- 350 [approve the request, the direct supervisor will provide the reason for the](#)
 351 [decision in writing to the employee.](#)
 352
- 353 2. An ~~agreed-upon~~ [agreed-upon](#) flexible work arrangement will be
 354 forwarded to the next-level supervisor in the employee’s supervisory
 355 chain [for final approval.](#), ~~with a copy provided to HRSTM.~~
 356
- 357 3. If the employee and [direct](#) supervisor are unable to agree to the terms of
 358 a flexible work arrangement, the employee ~~will~~ [may](#) send a copy of the
 359 flexible work arrangement application, including a summary of the points
 360 on which the [direct](#) supervisor and employee agreed and ~~or~~ [disagreed](#), to
 361 the next-level supervisor in the employee’s supervisory chain. The next-
 362 level supervisor will review the materials and approve or ~~disapprove~~
 363 [deny](#) the request. If the request is not approved, the next-level supervisor
 364 will provide the reason for the decision in writing to the employee.
 365
- 366 4. [Any employee whose flexible work arrangement is denied or terminated](#)
 367 [pursuant to 3 above may request that](#) ~~the~~ Chief Human Resources
 368 Officer, (or designee) ~~will~~ review the application for consistency with
 369 College policies and procedures, [and review the denial or termination.](#)
 370 [The scope of the review will be limited to determining whether the action](#)
 371 [was arbitrary, capricious, or did not follow the existing procedure. The](#)
 372 [decision of the Chief Human Resources Officer, or designee is final and](#)
 373 [binding.](#)
 374
- 375 ~~5. Once approved, the application constitutes the formal flexible work~~
 376 ~~arrangement agreement and will be placed in the employee’s official~~
 377 ~~personnel file. Any proposed modification to the Agreement will follow~~
 378 ~~the same process.~~
 379
- 380 ~~6.5. The Agreement~~ [The approved flexible work arrangement](#) will be subject
 381 to review and renewal at least annually, to correspond with the College’s
 382 fiscal year (July 1 to June 30). Whenever there is a change in
 383 supervision, employment status, office conditions, or job duties, the
 384 employee may be required to submit a new flexible work application.
 385
- 386 ~~7. Any employee whose flexible work arrangement is denied or terminated~~
 387 ~~pursuant to 3 above may request that the Chief Human Resources~~
 388 ~~Officer, or designee, review the denial or termination. The scope of the~~
 389 ~~review will be limited to determining whether the action was arbitrary,~~
 390 ~~capricious, or did not follow the existing procedure.~~
 391

392 C. Submission Process

- 393 1. [Once the flexible work application has been reviewed and approved by](#)
 394 [the employee’s supervisor, the application should be forwarded to the](#)
 395 [next-level supervisor for final approval.](#)
- 396 2. [The fully executed flexible work arrangement, signed by the employee](#)
 397 [and both applicable supervisors, must then be submitted to HRSTM. See](#)
 398 [the Flexible Work Arrangements website for directions on how to submit](#)
 399 [an application online.](#)

- 400 3. The HRSTM Flexible Work coordinator will review and validate the
- 401 submitted flexible work arrangement for consistency with College policies
- 402 and procedures.
- 403 4. Once validated, the submission constitutes the formal flexible work
- 404 arrangement and will be maintained in the HRSTM central file.
- 405 5. If an employee has a change to their flexible work arrangement, a new
- 406 application must be completed, approved, and submitted to HRSTM. See
- 407 the Flexible Work Arrangements website for directions on how to submit
- 408 an application online. Paper copies will not be accepted.
- 409 6. Administrators are required to prepare and submit ~~must submit to~~
- 410 HRSTM their unit/area's plan for a comprehensive flexible work
- 411 arrangement schedule for their unit/area s (i.e. approved schedules for
- 412 employees who participate in any AWS or telework) that has been
- 413 approved by the designated Senior Vice President . Unit/area FWA plans
- 414 must be submitted ~~Three~~ (3) times per year (i.e., fall, spring, summer) in
- 415 accordance with the annual deadlines communicated by HRSTM.

416

417 ~~VI.~~ Supervisor/Employee Orientation and Training

418

419 ~~Education is a key element of this Policy. The College will provide education and~~

420 ~~information, as appropriate, for employees and supervisors to enhance understanding~~

421 ~~and increase awareness of the College's Flexible Work Arrangements Policy and~~

422 ~~Procedure. The President is authorized to provide institutional leadership and guidance~~

423 ~~for developing education programs to increase knowledge and share information and~~

424 ~~resources to promote the needs of employees and students. Some goals to be achieved~~

425 ~~through education are: (a) ensuring that all employees and supervisors are aware of the~~

426 ~~availability and limitations of flexible work arrangements; (b) deterring the misuse or~~

427 ~~abuse of flexible work arrangements; (c) managing a virtual and/or geographically~~

428 ~~dispersed workforce; and (d) identifying efficiencies to be gained by flexible work~~

429 ~~arrangements. Any mandatory education requirements will be announced and posted on~~

430 ~~the College's website.~~

431

432 ~~Employees who submit an application to participate in the flexible work arrangement~~

433 ~~program, and their supervisors, may be required to receive training for guidance~~

434 ~~regarding the use of flexible work arrangements. Periodic training sessions will be~~

435 ~~conducted for interested staff by the Office of Human Resources and Strategic Talent~~

436 ~~Management.~~

437

438 ~~VII.~~ VI. Alternate Alternative Work Schedules

439

440 A. Compressed Work Week Schedule

- 441
- 442 1. Exempt and non-exempt ~~staff-employees~~ may request ~~alternative~~
- 443 compressed work schedules as follows:
- 444
- 445 a. Four (4) ten-hour (10-hour) days (alternative work schedule A)
- 446 b. ~~f~~Four (4) nine-hour (9-hour) days and one (1) four-hour (4-hour)
- 447 day (alternative work schedule B)
- 448

- 449 2. Exempt ~~employees~~ ~~staff~~ may also request eight (8) nine-hour (9-hour)
 450 days and one (1) eight-hour (8-hour) day for a two-week (2-week) pay
 451 period (alternative work schedule C). Non-exempt staff are not eligible
 452 for work schedule C.
 453
- 454 B. Flexible Work Schedule Time
 455
 456 An employee may request a work schedule in which the ~~begin~~ start and end
 457 times vary and/or differ from the standard schedule for the department. Non-
 458 exempt employees must work their prescribed number of hours each week.
 459 Exempt employees must work their prescribed number of hours within the two-
 460 week (2-week) pay period. Flexible work schedules should be fixed for a
 461 designated period of time. ~~If an exempt employee works in excess of the number~~
 462 ~~of normally scheduled hours on a particular day, the employee may, upon~~
 463 ~~approval by the supervisor, reduce a workday in consideration of the time worked~~
 464 ~~on an hour by hour basis within the same pay period, and on an exception no~~
 465 ~~later than the end of the next pay period.~~ Nothing in this section shall be
 466 construed to permit compensatory time (excess hours worked carried over as
 467 time off from one work week to another).
 468
- 469 VII. Off-Site Alternate (Remote) Work Location Space
 470
- 471 A. Employees who are approved for ~~Telecommute~~ telework and/or remote work
 472 (~~home-based~~) employees must designate a specific ~~work space~~ workspace at
 473 the off-site ~~alternate work~~ location. ~~The employee's off-site work space~~ This
 474 workspace will be considered an extension of the ~~employee's workspace at their~~
 475 main College's work location space. Therefore, the College will continue to be
 476 liable for job-related accidents of employees that occur in the ~~alternate off-site~~
 477 work location space during the employee's working hours and reserves the right
 478 to inspect the ~~work space~~ workspace upon 24 ~~hours~~ hours' notice or have the
 479 employee submit a self-certified safety checklist for the purpose of determining
 480 that the site is safe and free from hazards. Workers' ~~e~~ Compensation liability is
 481 limited to the designated work space as opposed to all areas of the home ~~and~~
 482 must be specifically listed on the application.
 483
- 484 B. The College will not be liable for theft or for damage to the employee's real or
 485 personal property while the employee is working at the off-site work location.
 486 Also, the College assumes no liability for injuries occurring in the employee's off-
 487 site ~~work space~~ workspace outside of the established working hours.
 488
- 489 C. Employees are expected to maintain safe conditions in the off-site ~~work space~~
 490 workspace and to practice the same safety habits in the designated space as in
 491 his/her ~~work space~~ workspace at the College.
 492
- 493 D. Employees remain responsible for all insurance, utility, telephone, internet
 494 ~~connections~~ service, and other work-related costs at the off-site location.
 495
- 496 E. Employees should consult their tax advisor with respect to tax consequences
 497 associated with telework and/or remote work.
 498
- 499 F. In the event of an injury at the off-site location, the employee shall immediately
 500 (as circumstances permit) contact his/her supervisor.
 501

- 502 G. Employees with approved flexible work arrangements shall adhere to all College
503 policies and procedures, ~~including all policies, procedures~~ and guidelines on the
504 use of information technology. The employee is responsible for maintaining
505 confidentiality and security at the off-site ~~work space~~ workspace.
506
- 507 VIII. Supplies, ~~and~~ Equipment, and Security
508
- 509 A. The College will not purchase equipment solely for the purpose of permitting an
510 employee to have a flexible work arrangement, unless required by a condition of
511 employment, as the result of a certified accommodation, or during periods of
512 mandated remote work, subject to budget limitations.
513
- 514 B. Employees may use College-owned supplies and equipment at an off-site ~~work~~
515 ~~space~~ workspace, with the prior, written approval of their supervisor, provided the
516 supplies and equipment will be used for College work-related purposes only.
517 Employees should promptly contact the IT Helpdesk and notify their supervisor of
518 any malfunction in College-owned equipment, ~~and take action to~~ if repairs are
519 needed, the employee must promptly return ~~such- the~~ equipment, ~~if repairs are~~
520 ~~necessary~~.
521
- 522 C. All equipment and supplies provided by the College remain the property of the
523 College and must be returned promptly to the College at the conclusion of any
524 flexible work arrangement.
525
- 526 D. Employees may use their own equipment (e.g. personal computer, ~~answering~~
527 ~~machine scanner~~, etc.), provided no cost is incurred by the College. Repair and
528 maintenance of employee-owned equipment is the responsibility of the
529 employee, as is the cost of any ~~I~~nternet ~~S~~ervice ~~P~~rovider required to access the
530 College email and other information systems.
531
- 532 E. Employees are required to comply with policies and procedures 66001-
533 Acceptable use of Information Technology, and 66002-Confidential Data
534 Management and Data Security.
535
- 536 IX. Supervisor/Employee Orientation, Education, and Training
- 537 Education is a key element of this Policy. The College will provide education and
538 information, as appropriate, for employees and supervisors to enhance
539 understanding and increase awareness of the College's Flexible Work Arrangements
540 Policy and Procedures. The President is authorized to provide institutional leadership
541 and guidance for developing education programs to increase knowledge and share
542 information and resources to promote the needs of employees and students.
- 543 Some goals to be achieved through education are; (a) ensuring that all employees
544 and supervisors are aware of the availability and limitations of flexible work
545 arrangements; (b) deterring the misuse or abuse of flexible work arrangements; (c)
546 managing a virtual and/or geographically dispersed workforce; and (d) identifying
547 efficiencies to be gained by flexible work arrangements. Any mandatory education or
548 training requirements will be announced and posted on the College's website.
- 549 Employees who apply to participate in the flexible work arrangement program, and
550 their supervisors, may be required to receive training for guidance regarding the use

551 [of flexible work arrangements. Periodic training sessions will be conducted for](#)
552 [interested staff by HRSTM.](#)

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557 October 19, 2020; December 7, 2020; [DATE-](#)