Title – Work Hours and Telecommuting Policy

Policy Abstract – Information Technology provides flexible work hours and telecommuting options for IT staff by building on the Human Resources Policies and Procedures manual as revised on 10/29/2010 as follows.

> The College's normal workday begins at 8:15 A.M. and ends at 4:45 P.M. The workweek begins at 12:01 am on Saturday and ends at 12:00 midnight on Friday. Campus Police, Landscape Services, and Operations have designated shifts. You are expected to report to work on time and remain on the job throughout the regular workday. <u>Your supervisor must approve any deviations from the stated workday</u>. A one-hour meal period (usually taken between 12:00 noon and 1:00 PM) is provided by the College, but is not included in the normal workday. A thirty-minute meal period is provided for Campus Police, Landscape Services, and Operations.

Responsible Office – Information Technology, Administration

Official – Anthony Hambey

Contact(s) – Anthony Hambey, 226-4849, ahambey@bsc.edu
Applies To – All IT staff
Effective Date – 7/31/2002
Revision Dates –
- 6/23/2008 – R. Howell – Adjusted wording from "Admin Administrative Computing" to "Administrative Systems" and created formatted list of *Guidelines* at end of document for specificity.
- 10/29/2010 – A. Hambey – Revised to cover all areas of the Information Technology Division and not just the Administrative Systems department. Also the document was updated to include the revised excerpts from the Human Resources Policies and Procedures manual.
- 9/4/2012 – A. Hambey – Placed in the new policy format.
- 8/31/2021 – A. Hambey – Updated SACSCOC references.

1. **Introduction/Background –** Departments within Information Technology fill varying roles in interacting with the outside public and the campus we serve. Some roles are direct and some are indirect through support of other departments and offices. It is this service responsibility that must always be considered when contemplating adjustments to work hours. There is no campus-wide policy for performing work from home instead of from the office. Therefore, referring back to the policy from the Human Resources Policies and Procedures manual revised as of 10/29/2010 the fifth sentence gives the discretion to the supervisor. This is the beginning point on which the flexible hours and telecommuting policy builds and from it this policy continues.

2. **Purpose –** To provide guidelines for flexible hours or telecommuting for IT staff members provided in accordance with best practices.

3. **Applicable Regulations** – SACSCOC, Principles of Accreditation 2018

4. **Policy Statement** –
   - To perform work from home the employee must make arrangements with the supervisor prior to the day the work will be performed.

   - Generally, no more than half the individuals from a department may work from home on any one day. This is done to ensure adequate coverage in case hands-on action is required. This also would be subject to vacation schedules or other circumstances as determined by the supervisor.

   - The working environment in the home must be conducive to accomplishing the set task. If distractions in the home during that time will not permit productive work then working from home is not acceptable. If the employee determines after a period of time that the home environment for that day is unacceptable the employee should contact the supervisor. The supervisor and employee should then discuss the situation. Based on this conversation the supervisor should determine the hours worked and charge the employee with either sick or annual leave to cover the non-worked hours depending on the situation.

   - Under no circumstances will the College be liable for any injuries sustained by an employee while working from home. The College will not provide equipment to be used by the employee to perform work from home. Any maintenance or repair of that equipment will be the responsibility of the employee and not the College.

   - To meet the business needs of the College, there may be weeks when telecommuting will either be unavailable or altered by the supervisor.

5. **Detail**s – In proposing a change in work hours, the hours of work chosen must cover the hours of operation of the College for the departments or offices supported by that individual. Arrangements may be made with other personnel in the department to cover such times whenever an adjusted schedule does not meet that criterion. Those arrangements must be made in advance, approved by the supervisor and the person covering the adjusted time must be capable of handling the job. If an occasion exists where the employee is not able to meet the exact start and stop times set forth it is expected that the employee will appropriately makeup the time. The supervisor should be made aware of the adjustment in schedule and how the time will be made up. Good communication with the supervisor is the key to allowing a flexible schedule or telecommuting.

6. **Definitions** – SACSCOC is the Southern Association of Colleges and Schools, Commission on Colleges.

7. **References** – SACSCOC, Principles of Accreditation 2018
https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf