

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

POLICY NUMBER: 8-7-106.1

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TITLE: TELECOMMUTING

POLICY
REFERENCE NUMBER: 8-7-106

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE OF LAST REVISION: February 17, 2022

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE

Section 8-11-15(B) of the South Carolina Code of Laws says that state agencies “may use alternate work locations, including telecommuting, that result in greater efficiency and cost savings.” Therefore, to be compliant with the law, the decision to allow telecommuting should be based on clearly defined and measurable benefits for the System Office/College and the taxpayers.

The purpose of this procedure is to define the System Office/College’s telecommuting program and the rules under which it will operate. This procedure is designed to help supervisors and employees understand telecommuting. This procedure does not address informal, intermittent, temporary or emergency remote work.

The following procedure establishes the guidelines by which eligible South Carolina Technical College System employees may request to engage in telecommuting activities. Telecommuting is a management option and not a universal employee benefit. Additionally, this procedure outlines employee/employer responsibilities under an approved telecommuting arrangement and serves to protect the interests of the System Office/College. It is the System Office/College

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option to allow an employee to telecommute based on the guidelines set forth by the State Board for Technical and Comprehensive Education (SBTCE) and individual college procedures.

II. AUTHORITY

The System Office/College President has the authority to establish a telecommuting program within the System Office/College, based on S.C. Code 8-11-15(B) of the South Carolina Code of Laws, as amended, and the Telecommuting Guidelines established by the South Carolina Department of Administration's (Admin) Division of State Human Resources. The System Office/College President or designee has the ability to set the work schedule and work location for System Office/College employees. Each telecommuting program should be implemented following the Telecommuting Guidelines published by Administration's Division of State Human Resources (DSHR) and all other appropriate federal and state laws, as well as SBTCE/College policies and procedures.

Before implementing a telecommuting program, the System Office/College must be able to demonstrate through quantifiable measures that telecommuting provides a benefit to the System Office/College and, by extension, the taxpayers. The System Office/College may be asked to provide this information to legislators, the public or other interested parties.

III. DEFINITIONS

Telecommuting/Teleworking: a work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their primary workplace, in accordance with telecommuting agreements. May also be referred to as remote work. Three main categories of telecommuting exist:

- Regular, recurring telecommuting. May be full-time or part-time, such as one or two days a week or parts of each workday (to avoid peak commuting hours). This level of telecommuting requires a formal agreement between the employee and the System Office/College, and the time telecommuting must be tracked in South Carolina Enterprise Information System (SCEIS) or as required for non-SCEIS agencies.
- Periodic, intermittent, telecommuting arrangements such as when an employee is assigned a project with a short timeframe or one that requires uninterrupted time to complete. This level of telecommuting does not require the formal agreement or checklist process. While it is not required that employees in these arrangements sign a telecommuting agreement, it is advised that the System Office/College document the

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approval of the periodic, intermittent telecommuting arrangement in writing with the employee.

- Temporary or emergency telecommuting may be used during short-term illness, transportation emergency due to weather, a natural disaster, pandemic health crises, or other similar unplanned emergent events. This level of telecommuting does not require a formal agreement or checklist process. These arrangements require a verbal agreement between the employee and the System Office/College. These arrangements should be limited to the duration of the short-term illness, transportation emergency due to weather, natural disaster, pandemic health crises, or other similar unplanned emergency event.

Primary Workplace: The telecommuter's usual and customary System Office/College workplace. This primary workplace may include time spent by the employee at the System Office/College's other office locations (e.g., satellite offices). For employees who primarily work in the field, or who are full-time telecommuters, the primary work location should still be a System Office/College office.

Alternate Workplace: A workplace other than the employee's usual and customary workplace (primary workplace) and may include the employee's home. The alternate workplace is not a System Office/College office.

Telecommuting Application: The document used by supervisors and employees to evaluate the employee's ability to successfully telecommute.

Telecommuting Agreement: The signed document that outlines the understanding between the System Office/College and the employee regarding the telecommuting arrangement. A telecommuting agreement should be renewed at least annually. The telecommuting agreement should be reviewed and updated if there is a permanent change to the employee's job duties or if the provisions of the telecommuting agreement change. Telecommuting agreements are not transferable from one position to another.

Telecommuter or Teleworker: An employee who has an agreed-upon schedule during which they are expected to work at a telecommuting location rather than the System Office/College's primary location.

Telecommuting Coordinator: The person responsible for providing support to telecommuting employees and their supervisors and monitoring the success of the telecommuting program.

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Child Care and Dependent Care: Telecommuting workers may have household members or others who depend on them for care. Telecommuters with these obligations must have adequate care arrangements that do not interfere with their job responsibilities. Telecommuting is not a substitute for child care, dependent care or other personal responsibilities. Telecommuters are required to use accrued leave when necessary, to provide dependent care or when addressing other personal responsibilities. This includes time spent caring for ill household members or other people.

IV. TELECOMMUTING GUIDELINES

A. GENERAL STATEMENTS:

1. Telecommuting is a management option and not a universal employee benefit. Telecommuting may not be suitable for all employees and/or positions. The decision to allow an employee to telecommute is solely at the discretion of the System Office/College. The System Office/College may revoke the approval of any employee to telecommute at any time, with or without notice and the decision to revoke the right to telecommute is not a grievable action under the South Carolina Employee Grievance Procedure Act.
2. An employee's participation in the System Office/College's telecommuting program is generally voluntary. The System Office/College President or designee may, however, designate a position as telecommuting only. In this case, telecommuting would not be voluntary.
3. Telecommuting may not be appropriate to all areas of the System Office/College, especially those having limited staff and/or those areas requiring in-person contact with customers.
4. The System/College President, or designee, is the final approval authority for telecommuting applications/agreements.
5. Unless otherwise designated by the System/College President, the Human Resources Officer will have the responsibility of Telecommuting Coordinator.

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B. ELIGIBILITY REQUIREMENTS FOR TELECOMMUTING

1. The System Office/College should identify the job classes or positions with duties considered appropriate for telecommuting. If only some duties are appropriate for telecommuting, a schedule where the employee works part of their time out of the office may be an option. It is not necessary that every employee in these job classes or positions be allowed to telecommute. This decision will be based on various factors.
2. To be eligible to apply for telecommuting, an employee should have completed one year of satisfactory employment with the System Office/College. This requirement may be waived at the discretion of the System Office/College President or designee if the position has been designated as a telecommuting position or for any reasons deemed appropriate by the System Office/College President. The System Office/College may identify a list of skills and characteristics deemed necessary for the employee to be a successful telecommuter.
3. Employees in a warning period of substandard performance are not eligible for telecommuting. In addition, employees with recent disciplinary actions should generally be prohibited from telecommuting. These requirements may be waived by the System Office/College President or designee if the position is one in which telecommuting is required or for any other reason deemed appropriate by the System Office/College President or designee.

C. APPLICATION FOR TELECOMMUTING

1. The Application for Telecommuting shall include the minimum requirements in the State Employee Telecommuting Guidelines. An eligible System Office/College employee shall complete an application for telecommuting and submit the request to their supervisor for approval and through the human resource office with final approval by the System/College President or designee. The role of the System Office/College's human resource office is to review the application and ensure the employee meets the minimum requirements in the State Employee Telecommuting Guidelines.

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2. Requests for telecommuting will be considered on a case-by-case basis to determine if the employee has the necessary skills and abilities to be a telecommuter and if the duties, or a portion of the duties, of the employee's position can be adequately performed while telecommuting.
3. The System Office/College must approve the request before the employee beginning to telecommute. Upon approval, the employee agrees to follow all requirements of the System Office/College's Telecommuting Policy and Telecommuting Procedure and any additional requirements agreed upon by the System Office/College and employee.

D. CONDITIONS OF TELECOMMUTING

1. The employee's duties, responsibilities, and conditions of employment remain the same as if the employee was working at the System Office/College's primary work location. The employee will continue to comply with federal and state laws and regulations, as well as System Office/College policies and procedures, while working at the alternate workplace. This includes Fair Labor Standards Act (FLSA) requirements related to the payment for time worked and overtime compensation. This would include compliance with the State Ethics Act, which prohibits personal gain from the use of System Office/College equipment, time, or facilities.
2. Work hours and location are specified as part of the telecommuting agreement. The employee must be accessible during the specified work hours. The System Office/College and the employee agree that, at the System Office/College's discretion, the employee may perform assigned work for the System Office/College at a location other than the System Office/College's on-site office as a "telecommuter."
3. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit. An employee will be compensated for all pay, leave, overtime, and travel entitlement as if all duties were being performed at the employee's primary workplace.
4. Work hours, overtime compensation (for non-exempt employees), compensatory time, and leave benefits will not change as a result of telecommuting. Requests to work overtime or use sick, annual, or other leave must be approved by the System Office/College in the same manner as when the employee is working at the

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employee's primary work location. An employee shall not work overtime unless authorized in advance by the System Office/College or as otherwise authorized by the SBTCE Overtime Policy.

5. Telecommuting hours are regular work hours and, therefore, employees may not perform personal activities during these hours. The employee agrees that telecommuting is not to be viewed as a substitute for dependent care. Telecommuters with dependent care requirements, must make arrangements for someone else to provide dependent care services during the agreed upon work hours. Telecommuters are expected to follow System Office/College leave policies and procedures to request time off from telecommuting to engage in non-work activities.
6. The employee agrees to designate a separate workspace in the alternate work site for the purposes of telecommuting and will maintain this area in a safe condition, free from hazards and other dangers to the employee and the System Office/College's equipment. To ensure the safety of the workspace, the employee agrees to complete and return to the System Office/College a Telecommuting Workplace Safety Checklist which will certify the employee's alternate work location complies with health and safety requirements. The employee must submit this checklist to the System Office/College before they may begin to telecommute. The employee agrees that the System Office/College shall have reasonable access to the alternate work location for the purposes of inspection of the site and retrieval of System Office/College-owned property. Should the use of personally owned equipment be necessary to conduct telecommuting, the responsibility for the care, maintenance, and repair of the personal equipment shall be addressed by the telecommuting agreement. The employee will notify the System Office/College of any changes to their alternate workplace prior to changing their alternative workplace. Generally, the alternate work location should be in South Carolina. If a System Office/College deems it necessary to allow an employee to designate an alternate work location outside of South Carolina, the System Office/College should research tax, workers' compensation and other implications of having employees who perform work in another state. Telecommuting from locations outside of the United States is strictly prohibited. For questions regarding an employee's ability to work overseas at

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a military base or other requirements, the System Office/College shall contact the Division of State Human Resources or consult with the System Office/College's designated legal counsel.

7. Telecommuters are expected to be working and focused on the performance of their job duties during all work hours. All personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., should be done only during established break times, meal breaks, and before and after work hours. The employee understands and agrees that they are prohibited from providing dependent care (either to a child or an adult) while working at the alternate workplace. Telecommuters are required to use accrued leave when necessary, to provide dependent care or when addressing other personal responsibilities. This includes time spent caring for an ill household member or other people.
8. Working hours cannot coincide or overlap with any other type of employment.
9. Telecommuters who have provided a medical certification prohibiting them from working are similarly prohibited from working remotely.
10. The alternate workplace is considered an extension of the employee's usual work location; therefore, workers' compensation will continue to exist for the employee when performing official work duties in the defined workplace during approved telecommuting hours. Any work-related injuries must be reported to the employee's supervisor immediately. If the supervisor is unavailable or it is an emergency, the human resource office must be notified as soon as is reasonably possible.
11. The employee will work at the primary workplace or the approved alternate workplace, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and other appropriate disciplinary action. The System Office/College will establish agreed upon expectations relative to the time the employee would need to spend in the primary workplace and to give adequate notice when these expectations are subject to change, when possible. However, the employee may be required to report to the primary workplace without advanced notice, upon request by the System Office/College.

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12. The System Office/College may provide all or part of the equipment necessary to accomplish work assignments.
13. The System Office/College will cover the cost of installation, repair or maintenance of state-owned equipment at the alternate work location; however, the System Office/College typically should not cover the cost of repair or maintenance of the employee's personal equipment.
14. The System Office/College's security controls and conditions for use of state-owned equipment at the primary workplace will also apply to alternate work locations. All official System Office/College records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the official work location. The employee will return all System Office/College equipment, files, and documents to the System Office/College immediately upon termination of telecommuting or of the employee's employment. System Office/College should review their applicable Data Privacy and Security, Acceptable Use of Network Services, Mobile Communication Device Usage Policies, and other relevant policies to determine if changes should be made to address telecommuting issues. Specifically, employees should be made aware through these policies that there should be no expectation of privacy when using state equipment or conducting System Office/College business using personal devices, including cell phones.
15. No employee engaged in telecommuting will be allowed to conduct face-to-face, System Office/College related business at their home office. An employee understands that they will be liable for injuries or damages to the person or property of third parties, or members of the employee's family, in the alternate workplace.

E. TERMINATION OF TELECOMMUTING

1. The System Office/College may terminate the telecommuting arrangement at any time with or without cause, and this determination is final in terms of administrative review. By participating in a telecommuting arrangement, the employee agrees that any termination of telecommuting will not constitute an involuntary reassignment under the State Employee Grievance Procedure Act.

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2. Upon termination of the telecommuting arrangement or upon termination of employment, all System Office/College equipment, files, documents or other System Office/College property at the alternative work site must be returned immediately.
3. Any change of employee status may negate this telecommuting agreement. Such changes may include, but are not limited to the following: promotions, transfers, reassignment, temporary, or otherwise. This does not prohibit the negotiation of a new telecommuting agreement.

V. REPORTING REQUIREMENTS

The System Office/College may be requested to provide to the Department of Administration's Division of State Human Resources (DSHR) a report to include the following:

1. The department or division that will be allowed to telecommute (if applicable).
2. The number of employees who will be eligible to telecommute.
3. The telecommuting arrangement (full-time or part-time). If the arrangement is part-time, a description of the telecommuting schedule should be submitted.
4. The cost and benefits of implementing the telecommuting plan demonstrating a positive Return on Investment (ROI) with documentation of how this will be measured.
5. Performance and productivity measures that will be used to monitor the performance and productivity of telecommuting employees.

The System Office's Human Resource Services shall coordinate the annual submission of telecommuting information to DSHR upon request.

SC Technical College System Periodic Telecommuting Approval Form

This document will be submitted to Human Resources by a supervisor when requesting an employee to utilize periodic, intermittent telecommuting.

Periodic, intermittent, telecommuting arrangements may be used when an employee is assigned a project with a short timeframe or one that requires uninterrupted time to complete. This level of telecommuting does not require the formal agreement or checklist. Supervisors must request approval through Human Resources for an employee to telecommute periodically.

The supervisor is responsible for ensuring telecommuters document time worked at their alternate work location regardless of FLSA status.

Employee Name:

Department:

Periodic Telecommuting Start Date:

Periodic Telecommuting End Date:

How often will the employee be working at the alternate work location (i.e. two days per week, three days per week)?

Additional Comments:

Supervisor or Designee Signature

Date

Dean/Director Signature

Date

Vice President/President Signature

Date

(President's Signature only required for direct reports to a Vice President)

Vice President for Human Resources or Designee Signature

Date

Selecting Telecommute Participants

When selecting employees who will be allowed to telecommute, supervisors should evaluate (1) the employee's position to determine if the job functions can be effectively performed in the alternate workplace; and (2) the employee to determine if they possess the characteristics necessary to be successful working away from the office.

Characteristics of Appropriate Telecommuting Positions

- The position responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- The position has minimal requirements for direct supervision or customer contact.
- The position requires minimal face-to-face communication.
- Communication can be managed primarily through telephone, email, virtual meetings, etc.
- The position has minimal requirements for special equipment.
- The position has job tasks and work products with measurable work activities and objectives.
- The position allows for control over and scheduling of workflow.
- The position does not require materials that are accessible only from the office.
- There are safeguards to ensure confidential information is protected as required by state and federal law and applicable System Office/College policies.

It is important to remember that even if a particular classification or job can be performed successfully through telecommuting, that does not necessarily mean that every employee in that classification or performing that job should be allowed to telecommute. The likelihood the employee will be successful telecommuting should also be carefully evaluated.

Characteristics of Successful Telecommuting Employees

- The employee can develop regular routines and is able to set and meet deadlines.
- The employee is self-motivated, self-disciplined, and able to work independently.
- The employee is capable of completing projects on time with minimal supervision and feedback.
- The employee is capable of being productive when no one is checking in or watching the employee at work.
- The employee has strong organizational and time-management skills.
- The employee is results-oriented.
- The employee will remain focused on work while telecommuting and not be distracted by television, housework, visiting neighbors, etc.
- The employee will manage their time and workload well, solve many of their own problems and find satisfaction in completing tasks on their own.
- The employee is comfortable setting priorities and deadlines.
- The employee focuses on results.
- The employee is comfortable working alone and can adjust to the relative isolation of working at home.
- The employee can set a comfortable and productive pace while working at home.
- The employee has a good understanding of the System Office/College's culture and environment.
- The employee is knowledgeable about the System Office/College's procedures and policies and has been on the job long enough to know how to do their job in accordance with those policies.
- The employee has effective working relationships with co-workers and will be able to maintain communications with their co-workers while telecommuting.

- The employee is adaptable to changing routines and environments and has demonstrated an ability to be flexible about work.
- The employee is an effective communicator, has demonstrated effective communication between supervisors and co-workers, and is comfortable using various methods of communication.
- The employee has a documented history of good performance.
- The employee has a safe and comfortable workspace where it is easy to concentrate on work.
- The alternate workplace has the appropriate level of security required by the System Office/College.
- The employee has the necessary office equipment and software to meet System Office/College standards. *This equipment and software may be provided by the System Office/College or the employee.*
- The employee has sufficient internet speed to perform the functions of the job (where applicable).
- The employee has household members who will understand they are working and will not disturb their work. The employee understands and agrees that they are prohibited from providing dependent care (either to a child or an adult) while working at the alternate workplace.

It is important to remember that telecommuting is not a good option for all employees, and the decision to allow an employee to telecommute should be based on a careful review of the position and the employee. The decision to allow some employees to telecommute and not allow other employees to telecommute is within the System Office/College's discretion. The decision not to allow a particular employee to telecommute should be based on documented, observed behaviors or requirements.

If there is concern about the ability of an employee to successfully perform their job while telecommuting, the request to telecommute can be approved on a trial basis. In this situation, the employee should be advised that the approval is being provided on a trial basis and will be evaluated after a period of time, for example, after three months, to determine if the employee will be allowed to continue telecommuting.

SCTCS Telecommuting Application and Alternate Workplace Safety Checklist

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SC TECHNICAL COLLEGE SYSTEM (SCTCS). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Telecommuting Application

The decision to telecommute should be based on the ability of an employee to work in a setting that may be in their home or other approved area, without on-site supervision. The employee must submit the application to their supervisor for evaluation and final approval by the Vice President for Human Resources or designee. The decision whether to approve or deny a Telecommuting Application is at the discretion of the College. **There is no right or entitlement to telecommute regardless of the responses to the application.**

Please answer the following questions rating your abilities, using the scale below:

5 – Always	4 – Usually	3 – Sometime	2 – Rarely	1 – Never
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1. I can develop regular routines and am able to set and meet deadlines. I am self-motivated, self-disciplined, and able to work independently, completing projects on time with minimal supervision and feedback. I am capable of being productive when no one is checking in or watching me at work.

Employee Rating	
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Supervisor Rating	
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2. I have strong organizational and time-management skills and am results-oriented. I will remain focused on work while telecommuting and not be distracted by television, housework, visiting neighbors, etc. I will manage my time and workload well, solve many of my own problems and find satisfaction in completing tasks on my own. I am comfortable setting priorities and deadlines and can keep my sight on results.

Employee Rating	
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Supervisor Rating	
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3. I am comfortable working alone, can adjust to the relative isolation of working at home, and can set a comfortable and productive pace while working at home.

Employee Rating	
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Supervisor Rating	
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4. I have a good understanding of SCTCS's culture and environment. I am knowledgeable about SCTCS's procedures and policies and have been on the job long enough to know how to do my job in accordance with those policies.

Employee Rating	
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Supervisor Rating	
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5. I have effective working relationships with co-workers and will be able to maintain such communications while telecommuting.

Employee Rating	
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Supervisor Rating	
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6. I am adaptable to changing routines and environments and have demonstrated an ability to be flexible about work.

Employee Rating	
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Supervisor Rating	
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7. I am an effective communicator. I have demonstrated effective communication between supervisors and co-workers, and I am comfortable using various methods of communication.

Employee Rating	
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Supervisor Rating	
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8. I am in good standing with the College on my previous and current performance reviews and have not received disciplinary actions within the past twelve (12) months.

Employee Rating	
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Supervisor Rating	
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9. Is my job appropriate for telecommuting? (Check those that apply.)

- ☐ My job responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- ☐ My job has minimal requirements for on-site supervision or contact with the customer.
- ☐ My job requires low face-to-face communication, and I have the ability to arrange days when communication can be handled by telephone, email, or other electronic means.
- ☐ My job has minimal requirements for special equipment.
- ☐ I am able to define tasks and work products with measurable work activities and objectives.
- ☐ I am able to control and schedule workflow.

10. Is my alternate workplace an appropriate environment for telecommuting? (Check those that apply.)

- ☐ I have a safe, comfortable workspace where it is easy to concentrate on work.
- ☐ I have the appropriate level of security required by the College.
- ☐ I have the necessary office equipment and software that meet the College's standards.
- ☐ I have a telephone, with a separate home office line if required, an answering machine or voicemail, and sufficient internet access and speed.
- ☐ I understand SCTCS will not pay or reimburse me for my personal cellphone if I choose to use it at my alternate workplace.
- ☐ I understand that I am responsible for providing technology equipment or office furnishings not listed in the Telecommuting Agreement.
- ☐ I understand SCTCS will not pay or reimburse me for my internet, including WIFI and/or hotspot.
- ☐ I understand SCTCS will not pay or reimburse me for my operating cost, home maintenance, or any other incidental cost associated with my alternate workplace.
- ☐ I have household members who will understand I am working and will not disturb my work.
- ☐ I understand that I am prohibited from providing dependent care (either to a child or an adult) during work hours. I understand that all personal activities, including child and dependent care, pet care,

housework, yardwork, personal errands, etc., must be done only during established break times, meal breaks, and before and after work hours.

- ☐ I understand and agree that I must use accrued leave when providing dependent care or when addressing other personal responsibilities during work hours. This includes time spent caring for an ill household member or other person.
- ☐ I certify that my home or rental insurance does not prohibit a home office.
- ☐ I have reviewed the relevant zoning requirements to ensure a home office is permitted.
- ☐ I understand work hours cannot coincide or overlap with any other type of employment.

Alternate Workplace Safety Checklist

Success of a telecommuting arrangement depends, in part, on a realistic assessment of the overall safety of an employee's alternate workplace. The checklist is necessary to make the employee aware of the need for a safe workplace that is conducive to productive work. The telecommuting applicant must read and complete the checklist regarding the designated alternate workplace, discuss any concerns, and always report accidents or injuries immediately to their supervisor.

General Environment

- ☐ The workspace area has adequate lighting and ventilation.
- ☐ The workspace is reasonably quiet and free of distractions.
- ☐ Aisles, doorways, and corners are free from obstructions to permit movement.

Electricity / Equipment

- ☐ There are enough electrical outlets in the alternate workplace to support the required equipment. All electrical equipment is free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, and/or loose or exposed wires). If necessary, consult with an electrician or power utility company on capacity questions.
- ☐ Necessary electrical outlets are three-pronged (grounded).
- ☐ Computer equipment is connected to a surge protector. The equipment is placed at a comfortable height for viewing and will be powered down after the workday is over.
- ☐ Computer equipment is on a sturdy, level, well-maintained piece of furniture and the keyboard and mouse are at a height that does not cause wrist strain.

Safety and Security

- ☐ There is a fire extinguisher in the alternate workplace and a developed fire evacuation plan in the event of an emergency.
- ☐ There is a working smoke detector in the alternate workplace.
- ☐ Phone lines, electrical cords, and extension wires are secured underneath a desk or along baseboards.
- ☐ There are security controls in place to protect passwords, agency-owned software and files from unauthorized disclosure.

I certify that my responses to the SCTCS Telecommuting Application and Alternate Workplace Safety Checklist are true and complete to the best of my knowledge. I understand it is my responsibility to maintain the safety and appropriate arrangement of my alternate workplace. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for my exclusion from telecommuting.

Employee Signature

Date

Supervisor Signature

Date

Dean/Director Signature

Date

Vice President/President Signature

Date

(President's Signature only required for direct reports to a Vice President)

Vice President of Human Resources
or Designee Signature

Date

SC Technical College System Telecommuting Agreement

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SC TECHNICAL COLLEGE SYSTEM (SCTCS). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

This agreement will not go into effect unless the SCTCS Application and Alternative Workplace Safety Checklist is approved.

If the employee is approved for telecommuting, the agreement between SCTCS and _____ (employee) shall cover the period from _____ through _____.

This agreement establishes the terms and conditions of telecommuting. If the employee is approved for telecommuting, the employee agrees to participate in the telecommuting program and to follow the applicable guidelines and policies. The employee's signature on this agreement constitutes acceptance of the terms listed throughout the SCTCS Telecommuting Procedure and/or guideline.

Notice of Intent to Collect Private Information

As part of this telecommuting agreement, the employee shall provide the address of the alternate workplace (telecommuting location) and any contact information for that location, including home phone and/or personal cellphone. If such information changes, the employee has an affirmative duty to inform their supervisor of the updated telecommuting address and phone number before the move. Failure to provide this information initially and after any change will result in the employee being unable to telecommute. This contact information may be shared with human resources, executive leadership, safety staff, supervisors, and any other SCTCS or state employee with a business need to access this information.

Designation of Alternate Workplace and Hours

The following work hours are established by the employee's supervisor. The employee has discussed the work schedule with their supervisor prior to submitting the agreement.

The employee's work schedule should not reflect both the primary and alternate work locations in the same business day.

Alternate Work Hours			
Day	Hours		Location A-Alternate Workplace
	From	To	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Alternate Workplace: _____

Address: _____

Phone Number: _____

Fax (if applicable): _____

Cellphone: _____

Equipment Used in Alternate Workplace

The employee understands that they are responsible for providing sufficient internet access and speed as well as any office furnishings not listed on the table below.

The employee understands that SCTCS will not pay or reimburse the employee for their personal cellphone or internet, including WIFI and/or hotspot, at the alternate workplace.

The following table lists SCTCS or state equipment that will be used at the alternate workplace (attach additional documentation if needed):

Item	Inventory Number	Date Out	Date Returned

Special Conditions or Additional Agreements (List if applicable):

(Employee) I have read and received a copy of the Telecommuting Procedure and/or guidelines. I fully understand issues regarding: pay, attendance, advancement, leave, overtime, office location, liability, workers compensation, operating costs, safety, evaluation, termination of agreement, and equipment maintenance.

(Employee) My supervisor has reviewed my performance expectations with me, and these expectations are documented in my EPMS/FPMS planning stage.

(Employee) I agree that I am responsible for attending all required meetings, unless my supervisor approves otherwise.

(Employee) I agree to be available and accessible during the telecommuting scheduled hours for customers, co-workers, and supervisors/managers. Regardless of my telecommuting arrangement, I can be required to report to the primary workplace (SCTCS location) at any time with or without advance notice.

(Employee) I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., should be done only during established break times, meal breaks, and before and after work hours. I understand and agree that I am prohibited from providing dependent care (either to a child or an adult) while working at the alternate work location.

(Employee) I understand that telecommuting agreements are not transferable from one position to another and this agreement is valid only for my position at the time the agreement is signed.

(Employee) I agree to return all SCTCS or state equipment, supplies, material and/or other property immediately upon request, termination of participation in the Telecommuting program and/or termination of employment.

(Employee) I agree to inform my manager or supervisor any time there is an actual or suspected security issue that arises during my work at an alternate workplace.

(Employee) I will ensure that I am the only person who has access to or uses College-provided property at the alternate workplace, and I will maintain the security and confidentiality of materials I access as part of my employment.

(Employee) I understand that the College shall have reasonable access to my alternate workplace for the purposes of inspection of the site and retrieval of state-owned property, if necessary.

(Employee) I understand that the agency is not liable for any damages to my personal or real property while I am performing official duties at my alternate workplace.

(Employee) I agree that I will not conduct any face-to-face SCTCS business at my alternate workplace (telework location).

(Employee) I agree to immediately report to my manager or supervisor any work-related injuries that occur during the telecommuting arrangement.

(Employee) I agree to provide certificates of my homeowners' or renters' insurance and to submit any renewal or changes as needed, if requested.

(Employee) I agree that it is my responsibility to ensure compliance with any local zoning ordinances related to working at home or maintaining a home office.

(Employee) I agree that any tax implications of telecommuting are entirely my responsibility as the telecommuter. *Telecommuters are encouraged to seek professional advice in this area.*

(Employee) I understand that working hours cannot coincide or overlap with any other type of employment.

(Employee) I understand that my work schedule should not reflect both the primary and alternate work locations on the same business day.

(Employee) I have completed the required SCTCS Telecommuting Training video(s) prior to submitting this document.

If the employee is approved for telecommuting, we agree to abide by the terms and conditions of this agreement.

Employee Signature

Date

Supervisor Signature

Date

Dean/Director Signature

Date

Vice President/President Signature

Date

(President's Signature only required for direct reports to a Vice President)

Vice President of Human Resources or Designee Signature

Date