

CLARK ATLANTA UNIVERSITY

Policy 9.1.51: Employee Temporary Telework Program



CLARK ATLANTA UNIVERSITY		
Policy and Procedures	Subject: Employee Temporary Telework Program	
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Policy 9.1.51 Employee Temporary Telework Program

TABLE OF CONTENTS

	<u>Page(s)</u>
1.0 Policy Statement.....	1
2.0 Procedures Narrative.....	1
2.1 Employee Temporary Telework Form.....	1
2.2 General Provisions.....	1-4
3.0 Entities Affected by this Policy.....	4
Appendix A – Employee Temporary Telework Application & Approval Form.....	A-1

Policy 9.1.51 Employee Temporary Telework Program

1.0 Policy Statement

Clark Atlanta University (University) recognizes that there could be extraordinary circumstances, such as public health emergencies or other extreme conditions, that are severe enough to threaten the welfare and safety of our community and disrupt access to normal campus operations. In these cases the University reserves the right to invoke a temporary telework arrangement for the purpose of business continuity. This is a short-term, discretionary program that can only be activated by recommendation of the Emergency Management Task Force and approval by the President of the University. Temporary teleworking is not an entitlement, it is not a University-wide benefit, and it in no way changes the terms and conditions of employment with the University.

The application of this policy might differ across business units and certain groups of employees depending upon their role in an emergency situation (e.g., Public Safety and/or Student Health Services).

2.0 Procedures Narrative

These procedures provide clarification and guidelines around implementing this policy to minimize public health and safety risks while maximizing productive work time. This policy applies to working away from the office for a temporary period of time on a set schedule as designated by the University and managed by the division head. Any temporary teleworking arrangement established under this policy may be discontinued at any time solely by the President of the University.

2.1 General Provisions

- A. **Communication.** While teleworking, the employee shall be reachable by telephone or CAU e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses in the same way mutual agreements would be established for deliverables if working on-site. All email communication must be conducted through CAU email, not personal email accounts.
- B. **Conditions of Employment.** The teleworker's conditions of employment shall remain the same as for non-teleworking employees; wages, benefits and leave accrual will remain unchanged.
- C. **Equipment.** Home worksite furniture and equipment shall generally be provided by the teleworker. Computers must use University-approved virus protection (<https://home.sophos.com/en-us/download-antivirus-pc.aspx>). In the event that equipment and software is provided by the University at the telework-site, such equipment and software shall be used exclusively by the teleworker and for the purposes of conducting University business. Software shall not be duplicated. The parties shall consult with the support manager regarding the availability of equipment to loan. If the University provides furniture and/or equipment, the teleworker is responsible for safe transportation and set-up of such equipment.

Policy 9.1.51 Employee Temporary Telework Program

D. Equipment Liability.

1. The University will repair and maintain at the primary worksite any equipment loaned by the University. Surge protectors must be used with any University computer made available to the teleworker. The employee will be responsible for any intentional damage to the equipment; damage resulting from gross negligence by the employee or any member or guest of the employee's household; damage resulting from a power surge if no surge protector is used; and/or maintaining the current virus protection software on the workstation.
2. The University may pursue recovery from the teleworker for University property that is deliberately, or through negligence, damaged, destroyed, or lost while in the teleworker's care, custody or control.
3. Damage or theft of University equipment that occurs outside the employee's control will be covered by the University.
4. The University does not assume liability for loss, damage, or wear of employee-owned equipment used in connection with a temporary teleworking arrangement.

E. Dependent Care. Teleworking is not a substitute for childcare or other dependent care. Although a telecommuting employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

F. Home Work Site.

1. The teleworker is prohibited from holding business visits or in-person meetings with professional colleagues, customers, or the public at the home worksite.
2. In-person meetings with other University staff will not be permitted unless approved in advance by the employee's supervisor.

G. Hours of Work.

All telecommuting employees should be available between the hours of 9 a.m. and 5 p.m., the University's official work hours, and are expected to work a thirty-five (35) hour work week. All teleworking faculty are expected to hold classes at their regularly scheduled times, unless otherwise advised by the Provost or President. If you are an hourly employee eligible for overtime, any overtime must be approved in advance by the immediate manager.

H. Incidental Costs. The University will not be 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. All incidental costs, such as residential utility costs or cleaning services, are the responsibility of the teleworker.

Policy 9.1.51 Employee Temporary Telework Program

- I. **Safety.** An eligible teleworker under this policy who chooses his or her home as workspace is expected to maintain the home workspace in a safe manner, free from safety hazards. In the case of injury occurring while carrying out an assigned work-related task or duty during the defined work period, the employee shall immediately report the injury to the supervisor. However, non-job-related injuries while teleworking will not be considered under this policy. The University does not assume responsibility for injury to visitors or any persons other than the teleworker at the telework site, regardless of the location.
- J. **Intellectual Property.** Products, documents, and records created or developed while teleworking are property of the University.
- K. **Data Security & Confidentiality** Data security and confidentiality shall be maintained by the teleworker at the same level as expected at all worksites. Confidential and sensitive data should not be saved on one's personal computer. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the supervisor. The teleworker is responsible to ensure that non-employees do not access University data, including in print or electronic form.
- L. **Leave.** The telework employee must obtain supervisory approval before taking leave in accordance with University policy.
- M. **Network Access.** The University is committed to supporting telework by increasing network access to remote locations. However, network access is not guaranteed.
- N. **Office Supplies.** The University shall provide the teleworker any office supplies necessary for the temporary teleworking arrangement. However, any out-of-pocket expenses incurred by the teleworker for office supplies normally available in the office will not be reimbursed.
- O. **Performance & Evaluations.** The supervisor and teleworker will formulate objectives, expected results, and evaluation procedures for work completed while the employee is teleworking.
 - 1. The supervisor will monitor and evaluate performance by relying more heavily on work results rather than direct observation.
 - 2. The supervisor and telework employee will meet at regular intervals to review the employee's work performance.
- P. **Personal Business.** Telework employees shall not engage in personal business affairs during hours agreed upon as work hours.
- Q. **Policies.** University policies, rules and practices shall apply at the telework site, including those governing communicating internally and with the public, employee

Policy 9.1.51 Employee Temporary Telework Program

rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the telework arrangement and/or disciplinary action.

- R. **Quality of Work.** All work performed away from the office shall be performed according to the same high standards as would normally be expected for work performed at the primary worksite.
- S. **Record Retention.** Products, documents and records that are used, developed, or revised while teleworking shall be copied or restored to University's computerized record system. Whenever possible, all telework-related information shall be stored in a directory designated for telework and this information shall be backed up on a disk or on the LAN server.
- T. **Security.** Security and confidentiality shall be maintained by the teleworker at the same level as expected at all worksites.
1. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the supervisor.
 2. The teleworker is responsible to ensure that non-employees do not access to University related office data, either in print or electronic form.
- U. **Telephone/Internet Expenses.** The teleworker and supervisor will use the most efficient and effective way to engage in business-related long distance calls, whether that is the use of a calling card or reimbursement of long distance business calls.
1. If reimbursement is approved, the teleworker will submit an expense request along with a log of long distance business calls and an itemized copy of the telephone bill.
 2. Such expenses may include increased charges for Internet access and/or facsimile transmissions.
- V. **Travel.** The teleworker will not be paid for time or mileage involved in travel between the telework-site and the primary worksite.
- W. **Worksite.** Telework-sites shall be in Georgia or in the same state as the primary worksite.

3.0 Entities Affected by this Policy

All employees are affected by this policy.

Appendix A see next page



CLARK ATLANTA UNIVERSITY
EMPLOYEE TEMPORARY TELEWORK APPROVAL FORM

Purpose: This is a short-term discretionary program and must be discussed and considered on a case-by-case basis with the division head, unit supervisor and individual employee.

Employee Information

Name _____ ID _____ Position # _____

Department/Unit _____ Office phone _____

Supervisor _____ Phone _____

Proposed telework location: ___ Home ___ Other (describe) _____

Telework address _____

Telework phone _____ CAU e-mail _____

Personnel besides supervisor & other management authorized to have your telework phone number (list):

Temporary Telework Schedule

Telework Start Date _____ Expected End Date _____

Daily schedule _____ Total hours per day _____

Core hours you can be reached _____ a.m. /p.m. to _____ a.m. /p.m.

Accessibility information

How can you be contacted when you telework? *(Check all that apply)*

___ Phone; ___ E-mail; ___ Voice mail/answering machine; ___ Text message

Other (describe) _____

Communications & Equipment

Business telephone calls made from the home will be paid for as an employee reimbursement



CLARK ATLANTA UNIVERSITY
EMPLOYEE TEMPORARY TELEWORK APPROVAL FORM

The following equipment will be used by the employee in the home/remote work location:

Item: Computer Tag: _____

Item: _____ Tag: _____

Item: _____ Tag: _____

Item: _____ Tag: _____

Item: _____ Tag: _____

AGREEMENT

I have read and understand the Telework Policy and agree to the duties, obligations, responsibilities and conditions for teleworkers described in the policy.

Employee Signature Date

I authorize Temporary Telework, and will separately authorize any extension or subsequent Temporary Telework application.

Supervisor Signature Date

Division Head/Dean Signature Date

Original to Office of Human Resources. Copies to be retained by employee & supervisor