

**TELEWORK POLICY OF THE
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

I. INTRODUCTION

The Community College System permits, in each College's sole discretion, the creation of telework opportunities for employees.

This Policy establishes the guidelines for the Colleges regarding the allowance for – and the boundaries of – teleworking applicable to employees.

Each College may choose to supplement but not supplant this Policy.

II. GENERAL PARAMETERS AND PRINCIPLES

Approval of an individual telework arrangement is at the sole discretion of the College utilizing the considerations in Section III Procedures.

Telework does not change an employee's job duties or an employee's scheduled work hours and is not applicable to MCCC DAY faculty workload assignments which are otherwise set in accordance with assigned workload as in Article 12 or to DCE course assignments.

Telework employees may not perform any other non-work duties while teleworking from home.

Employees shall recognize that they may need to report on-site on a day otherwise scheduled for telework at the directive of their supervisor or if any assignment requires them to be in-person with as much advance notice as reasonably possible with parameters set forth in the approval process; however, this alone is not considered to place an employee in an on-call or stand-by status.

Employees shall comply with all applicable College policies and procedures and also any applicable department-specific rules and procedures during all scheduled telework hours.

As initiated by an employee request, telework arrangements will be considered on a rolling basis for a period up to six months, but must be renewed prior to January 1 and July 1 each year. An employee must submit a request twenty-one (21) days prior to January 1 and July 1 of each year in order for the College to again consider the telework arrangement request going forward. Otherwise, the telework arrangement will terminate on each January 1/July 1, whichever occurs first.

III. PROCEDURES

Unless otherwise expressly stated by the College's Human Resources Department, an employee must submit to their supervisor (copying Human Resources) a completed version of the attached "Application Form" at least twenty-one (21) days prior to the requested date to begin teleworking. The request shall

Within ten (10) days of receipt of the completed Application Form, a supervisor, in consultation with Human Resources, must either approve, approve with modifications, or deny the application and notify the employee in writing. Approvals shall be placed in the employee's personnel file. Application denials shall not be kept in individual personnel files but shall be kept in a separate Telework file in the College's Human Resources Office. A denial by itself will not be considered a negative factor in any employee evaluation. An approved application shall include the approved telework schedule as determined by the supervisor, including an approved schedule that may be modified from the one requested by the employee. If the request is denied because it lacks sufficient information, the employee may resubmit the Application Form, thereby restarting the ten (10) day review period. Otherwise, the decision made is final.

In reviewing an application, supervisors, in consultation with Human Resources, shall document their considerations on each of the following factors:

- The Department/Work Area's current and anticipated operational needs and ability to avoid disruption and maintain productivity;

- Their ability to supervise the employee adequately;

- The nature of the work and the ability to perform it via telework either on a fixed /variable and/or weekly schedule;

- The employee's recent performance history; and

- Any increased costs or burden on behalf of the College.

When a supervisor, in consultation with Human Resources, approves or denies an employee for telework, Human Resources and the supervisor shall communicate the decision to the employee in writing. Colleges may choose to use the attached "Approval Form" or "Denial Form" for this purpose.

Approval communications shall include, at a minimum, a copy of this Policy, and the following details:

- Whether it is a fixed/variable and/or weekly schedule;

- Employee recognizes that they may need to report on-site on a day otherwise scheduled for telework at the directive of their supervisor or if any assignment requires them to be in-person with as much advance notice as reasonably possible with parameters set forth in the approval process; however, this alone is not considered to place an employee in an on-call or stand-by status.

- That the arrangement terminates on or before January 1 and July 1 of each year, requiring a renewed request at least twenty-one (21) days prior to said date(s), whichever occurs first;

- Employees accept the terms of the arrangement.

Supervisor may revoke authorization to telework with two-week notice, in their sole discretion.

An employee is not required to sign the Approval Form but must agree to the telework arrangement in some written format, including by responding via email with ***“I accept this telework arrangement as written.”*** Said communication and the employee’s acceptance of its terms in writing shall be kept in the employee’s personnel file.

At an employee’s written request they will be entitled to attend a meeting with their supervisor and a Human Resources designee to discuss the reasons a request to telework was denied; such a meeting shall not be provided if a request was approved in part. At the employee’s option, an

TELEWORK POLICY OF THE
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM - DOCUMENTATION OF
DENIAL

Employee Name:_____

Specify which of the following factors resulted in the denial of employee's application:

The Department/Work Area's current and anticipated operational needs and ability to avoid disruption and maintain productivity:_____

Their ability to supervise the employee adequately:_____

The nature of the work and the ability to perform it via telework either on a fixed /variable and/or weekly schedule:_____

The employee's recent performance history:_____

Any increased costs or burden on behalf of the College:_____

Lack of sufficient information in Application:_____

Note: if the above denial is due to lack of sufficient information in application, the request may be resubmitted within ten (10) calendar days.

Supervisor:_____

Human Resources:_____

Date:_____