

# OLYMPIC COLLEGE POLICY

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**TITLE: Alternative Work Schedule Policy**

**POLICY NUMBER: OCP 400-04**

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## **I. Intent**

The purpose of this policy is to support employee requests for alternative work schedules intended to accommodate reduced commuting costs with the understanding that alternative work scheduled will not substantially impair service to the public or employees' ability to meet job requirements. There are two methods that may be allowed to meet this intent.

**A.** Compressed Work Schedule: completing work on a schedule other than a traditional schedule of five eight hour days per week.

**B.** Telecommuting: completing some assigned work from a remote location using computer and telephone technology.

## **II. Mutual Agreement**

No employee will be required to shift to an alternative work schedule, and the college recognizes that not all positions or individuals are suited to alternative work schedules. Selection for alternative work schedules will proceed according to the criteria set out in the Alternative Work Schedule procedures.

Alternative Work Schedule Agreements and their approval are discretionary. A non-exclusive set of factors which may be considered in the approval process includes employees' needs, effect on service to clients, effect on office workload, competing work schedules, leave requests and potential costs or savings to the College. If an alternative schedule becomes problematical, the employee may be asked to return to a conventional schedule.

The College will use an equitable and consistent process for determining which applications for flexible work schedules are approved. Human Resource Services will provide consultation for the proper implementation of flexible work schedules.

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## **III. Compressed Work Schedules**

Compressed Schedules are generally either a “four tens” type of schedule or a “4-9-4” type of schedule. Other schedules are possible as long as they meet the needs of the College and are approved by a supervisor.

Compressed Work Schedule Agreements must meet the operational needs of Olympic College and must not impede the College from accomplishing its mission. They can be established for a specific period (e.g., Summer Session), or an indefinite period.

## **IV. Telecommuting**

Telecommuting is working from a non-Olympic College site by using technology such as e-mail and teleconferencing to maintain productivity. The non-Olympic College site is supplied by the employee and is generally located in the employee’s home.

## **V. Combining Alternative Schedules**

Compressed work schedules and telecommuting can be combined as long as all of the criteria for both are met and service to the public and other employees is not substantially impaired.

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*Submitted to Board of Trustees*  
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*Linda Yerger, Exec. Dir. of HRS*  
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*January 20, 2009*  
*n/a*

# OLYMPIC COLLEGE PROCEDURE

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**TITLE:** Alternative Work Schedule Procedure – Compressed Work Schedules

**PROCEDURE NUMBER:** OCP 400-04-01

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- I. Eligibility for Compressed Work Schedule:** Not all positions are suitable for a flexible work schedule, nor all people.
- A. Position Eligibility:** Eligibility of positions generally involve whether the position does requires daily face-to-face interactions, supervision, or supervisory duties. Supervisors and Department Directors determine whether a position is suitable for telecommuting.
- B. Employee Eligibility:** Supervisors will also use their discretion to determine whether an employee is a good candidate. Characteristics to look for in a suitable employee include:
1. Participates voluntarily
  2. Demonstrates good time management skills
  3. Has a history of dependability including no tardiness or unapproved absences for the past six months
  4. Is sensitive to impact on client and co-worker
  5. Is currently successful in his/her job
  6. Has a non-probationary status
  7. Has no disciplinary or corrective action(s) within last 2 years
- II. Schedules:** compressed schedules will be discussed between an employee and his or her supervisor, set out in writing, and approved by the supervisor. Work hours will be recorded and submitted to Human Resource Services. Special/reasonable accommodations may be approved upon agreement between the supervisor, employee, and Human Resources.
- III. Commute Trip Reduction Reporting:** In most cases, a compressed work schedule will qualify to be reported under the college's commute trip reduction (CTR) program. All employees participating in CTR programs must comply with the college's CTR reporting activities.

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- IV. Monitoring and Evaluation:** Every employee with a compressed work schedule will be subject to an initial three-month performance evaluation by their supervisor. This is an opportunity to address productivity issues and to determine whether a compressed work schedule is appropriate.

*Initiated January 20, 2009*

# OLYMPIC COLLEGE PROCEDURE

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**TITLE: Alternative Work Schedule Procedure - Telecommuting Procedure**

**PROCEDURE NUMBER: OCP 400-04-02**

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- I. Suitability for Telecommuting:** Not all positions are suitable for telecommuting, nor all people.
- A. Position Eligibility:** Criteria for suitability of positions include but are not limited to the following:
1. The position does not require daily face-to-face interactions, supervision, or supervisory duties
  2. The position has identifiable measures of productivity.
  3. The employee is able to meet client and co-worker needs from a remote site
  4. The need for specialized equipment is minimal or flexible

Supervisors and Department Directors determine whether a position is suitable for telecommuting.

- B. Employee Eligibility:** Supervisors will also use their discretion to determine whether an employee is a good candidate.

In addition to performing a job with tangible productivity markers, i.e., specific tasks to be completed, specific quantity of work to be completed, or regular deadlines to be met, employees must be suitable for telecommuting. Characteristics to look for in an employee include:

1. Participates voluntarily
2. Is self-motivated
3. Functions well independent of supervision
4. Demonstrates good time management skills
5. Has a history of dependability including no tardiness or unapproved absences for the past six months
6. Is sensitive to impact on client and co-worker
7. Is currently successful in his/her job
8. Has a non-probationary status

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9. Has no disciplinary or corrective action(s) within last 2 years
10. Has demonstrated computer skills
11. Has a work environment suitable to complete the required tasks

**II. Alternate Work Sites:** An alternate work site may be:

- A. A defined work space in an employee's home or;
- B. A college-designed satellite work space, or;
- C. A specific location desirable because of the particular work being performed.

The employee's traditional on-campus work site will remain the employee's officially designated location, unless otherwise specified by the supervisor. Tax implications of alternative work locations not owned by the college are the responsibility of the employee. The college accepts no liability or responsibility whatsoever for any tax implications of any alternative work site not owned by the college

**III. Equipment and Software (IT impact):** In most cases, telecommuting will require computer and telephone lines for remote access. The employee will provide Internet access purchased from an Internet Service Provider (ISP). The ISP will provide technical support for the internet connection. Individuals choosing to telecommute may use personal equipment or may use college equipment if available. The supervisor and the employee will negotiate on a case-by-case basis which party will provide required equipment. The college will provide software to ensure remote access to e-mail. Phone Scan-Cards will be issued for long-distance business calls consistent with college policy. Virus protection software will be provided by the college. Technical support provided by the college will be negotiated on a case-by-case basis.

- A. **Employee Supplied:** In most instances, employees will supply the necessary equipment for telecommuting. The employee will maintain equipment supplied by the employee. The college accepts no responsibility for depreciation or upgrading of the employee's personal equipment or software. The college accepts no responsibility for damage or repairs to the employee's personal

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equipment. The employee will install virus protection software and operating systems updates and keep them current.

- B. College Supplied:** If the college agrees to supply a laptop computer and/or other equipment for telecommuting, the college will maintain that equipment. Employees will be required to return equipment to the college for repair. Equipment supplied by the college is to be used for business purposes only. Equipment supplied by the college must be documented in the telecommute agreement and must be returned to the college upon termination of the telecommute agreement or termination from the college's employment. The employee is responsible for the proper use of college-owned equipment and supplies. Further, the employee assumes responsibility for the loss of college-provided equipment and/or damage that result from negligent use or handling. The college will provide software to ensure remote access to e-mail. The college will provide virus protection software. The employee will keep the virus protection and operating system software current and updated by bringing the computer to campus once per month and having the Help desk apply patches and antivirus updates. Once a year the system must be returned to the college for updates and re-imaging.
- IV. Schedules:** Telecommuting schedules will be discussed between an employee and his or her supervisor, set out in writing, and approved by the supervisor. Work hours will be recorded. In appropriate situations, a Supervisor may approve additional days per week of telecommuting after completion of a successful period of telecommuting. Special/reasonable accommodations may be approved upon agreement between the supervisor, employee, and Human Resources.
- V. Travel:** Any travel required of a telecommuter must be consistent with the college travel policies.
- VI. Commute Trip Reduction Reporting:** In most cases, telecommuting will qualify to be reported under the college's commute trip reduction (CTR) program. All employees participating in CTR programs must comply with the college's CTR reporting activities.

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- VII. Confidentiality:** If an employee works on confidential material at home, the employee must agree to take the steps to ensure its security. The state ethics law requires that no state employee may disclose confidential information to any person not entitled or authorized to receive it. "Confidential information" means (a) specific information, rather than generalized knowledge, that is not available to the general public on request or (b) information made confidential by law.
- VIII. Liability:** Olympic College is not liable for any damages to equipment or property that results from participation in its telecommuting program. Although employees are covered under Workers' Compensation law when performing official duties from home, employees must complete a Home Office Checklist (see Agreement) prior to commencement of telecommuting to ensure the safety of their home office environment. If an injury occurs in a part of an employee's house other than his or her defined work space, it will not be covered.
- IX. Monitoring and Evaluation:** Every telecommuter will be subject to an initial three-month telecommuting performance evaluation by the supervisor. This is an opportunity to address productivity issues and to determine whether telecommuting is appropriate.
- X. Telecommuting Agreement:** Each employee who desires to telecommute and who has been determined to be an appropriate candidate must read and sign the Olympic College Telecommuting Agreement. An approved agreement must be on file prior to beginning the telecommute assignment. This agreement outlines the program and provides a Home Office Checklist that must be completed prior to telecommuting.

*Initiated      January 20, 2009*