

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 6-103

1 April 2015

TELECOMMUTING POLICY

1. PURPOSE

The Citadel considers telecommuting to be a viable short-term alternative work arrangement in cases where individual, job and supervisor characteristics are suited to such an arrangement. The purpose of this policy is to provide guidelines to managers and employees on how to apply and implement the telecommuting process as a short-term work arrangement. Telecommuting allows an employee to work at home, for all or part of their regular work week on a temporary basis. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. Telecommuting is not an entitlement, and it is not a company-wide benefit. Telecommuting in no way changes the terms and conditions of employment with The Citadel.

2. REFERENCE

[19-707 Hours of Work and Overtime](#)

3. DEFINITIONS

TELECOMMUTING is defined as working at home by using a computer terminal electronically linked to one's place of employment.

4. POLICY

A. Qualifying Criteria

1. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.
2. Telecommuting can be used during short-term illness or convalescence periods but must be pre-approved by Human Resources.
3. **Employees must be in a Full Time Equivalent (FTE) position.**
4. Individuals requesting telecommuting arrangements must have been employed with The Citadel for a minimum of twelve (12) months of continuous, regular employment and must have exhibited above average

performance in accordance with the company's performance appraisal process.

5. Any telecommuting arrangement made will be on a trial basis for thirty (30) days, and may be discontinued, at will, at any time at the request of either the telecommuter or The Citadel.
6. The maximum number of hours allowed for telecommuting is twenty (20) hours per week.

B. Application Procedure

1. Giving Notice of Request to Telecommute

When the need is foreseeable, an eligible employee (see Section 4.A, Qualifying Criteria) must give thirty (30) days advance notice to their supervisor and the Director of Human Resources of the need to make telecommuting arrangements. When the need for telecommuting is not foreseeable, such notice must be given as soon as practicable.

2. Discussion of Telecommuting Need with Supervisor

A. Upon notification of the need to telecommute, the employee and supervisor should discuss the following:

1. The number of days of telecommuting allowed each week; and,
2. The work schedule the employee will customarily maintain; and,
3. The manner and frequency of communication between the employee and the supervisor.

B. The employee must agree to be accessible by phone or email within a reasonable time period during the agreed upon work schedule.

3. Completion of Telecommuting Request Form [\(Annex A\)](#)

The employee and supervisor should complete the Telecommuting Request Form and submit to Human Resources.

4. Assessment of Request by Human Resources

A. Human Resources will review the telecommuting request to determine if it is an appropriate arrangement based on the following criteria:

1. Job duties to be performed; and,
2. The nature of the telecommuting work arrangements; and,

3. How much time will be spent telecommuting; and,
4. The employee's overall work performance history; and,
5. The impact on the supervisor, co-workers and internal/external customers.

5. Notification of Approval/Disapproval of Request

A. Human Resources will notify the employee and supervisor via a written response regarding the approval or disapproval of the telecommuting request.

1. Approval of request

A draft telecommuting agreement will be prepared and signed by the supervisor, employee, and the Director of Human Resources. Once signed, the thirty (30) day trial period will begin.

2. Disapproval of request

If the employee would like to appeal the decision, the appeal must be put in writing within fourteen (14) days of the denial of the telecommuting request. The appeal should be written to the Director of Human Resources, and should include the following:

- a. Reason(s) for reconsideration of the request; and,
- a. Any additional information to be considered addressing the reason(s) the request was initially denied.

C. Performance Evaluation for Telecommuters

1. Evaluation of telecommuter performance during the trial period will include interaction by phone and e-mail between the employee and the supervisor. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. After conclusion of the trial period, the supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency deemed appropriate for the job and the individuals involved.
2. At the conclusion of the trial period the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with evaluations received by employees working at the office in both content and frequency but will focus

on work output and completion of objectives rather than time-based performance.

D. Recording Time Worked

1. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours using the Telecommuting Work Log Tracker (see [Annex B](#)).
2. Telecommuting employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telecommuting agreement.

E. Preparation of a Telecommuting Office

1. Equipment Needs and Costs

- A. The Citadel will determine, with information supplied via the Telecommuting Request, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case-by-case basis. Human Resources and Information Technology Services (ITS) will serve as resources in this matter. Equipment supplied by The Citadel will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Citadel accepts no responsibility for damage or repairs to employee-owned equipment. The Citadel reserves the right to make determinations of appropriate equipment which is subject to change at any time. Equipment supplied by The Citadel is to be used for business purposes only. The Citadel and authorized individuals may access electronic communication systems and review communications within the systems without advance notice to users of the system when The Citadel deems appropriate to do so.
- B. The telecommuter should sign an inventory of all office property and agrees to take appropriate action to protect the items from damage or theft. Upon termination of the telecommuting arrangement, all company property must be returned to the company, unless other arrangements have been made and pre-approved by Human Resources.

2. Security of Information & Other Assets:

- A. Consistent with the organization's expectations of information asset security for employees working at the office full-time, telecommuting

employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to:

1. Use of locked file cabinets; and,
2. Desks; and,
3. Regular password maintenance; and,
4. Any other steps appropriate to secure information for the job within the off-site environment.

3. Setup Costs of Home Office:

The employee will establish an appropriate work environment within his/her home for work purposes. The Citadel will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, lighting, phone, data or internet connections, or for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a work station designed for safe, comfortable work.

4. Inspection of Home Office Location:

If equipment has been delivered to the offsite location, a designated representative of The Citadel will visit the employee's home work site to inspect the home office location for possible work hazards and suggest appropriate modifications. Repeat inspections will occur on an as-needed basis.

5. Inventory of Office Supplies:

The Citadel will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The organization will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities. All costs incurred must be documented with proper invoices and receipts and submitted according to organizational procedure.

F. Injuries Incurred While Telecommuting

Injuries sustained by the employee while telecommuting from his/her home location and in conjunction with his/her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the Benefits Manager, of such injuries in accordance with

The Citadel's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to their work site.

G. Additional Information Regarding Telecommuting

1. Telecommuting is not designed to be a replacement for appropriate child care. Although an individual 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. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering into a trial period.
2. Employees entering into a telecommuting agreement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs.
3. The availability of telecommuting as a flexible work arrangement for employees of The Citadel can be discontinued at any time at the discretion of the employer. Every effort will be made to provide thirty (30) days' notice of such a change to accommodate commuting, child care and other issues that may arise from such a change. There may be instances, however, when no notice is possible.
4. The above referenced guidelines are equally applicable to all employees, regardless of marital status, sex, race, natural origin, or position in the company.

5. COMPLIANCE

Failure to comply with this policy may result in disciplinary action, up to and including termination.

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved by Vice President for Operations on 1 April 2015.

B. Responsible Department:

Human Resources

C. Responsible Official:

Director, Human Resources

D. Cross References:

N/A

7. RESCISSION

General Order Number, Telecommuting Policy, dated 11 August 2009 is rescinded.

8. REVIEW

Annual

FOR THE PRESIDENT:

OFFICIAL

THOMAS G. PHILIPKOSKY
Colonel, USAF (R)
Vice President for Operations

Attachment

Annex A, HR Form 6-114A, Telecommuting Request Form

Annex B, HR Form 6-114B, Telecommuting Work Log Tracker

ANNEX A: HR FORM 6-114A TELECOMMUTING REQUEST FORM

THE CITADEL TELECOMMUTING REQUEST FORM – PART I <small>Reference: Citadel Policy 6-114</small>	
I. THIS SECTION IS TO BE COMPLETED BY THE RECIPIENT AND FORWARDED TO THEIR DEPARTMENT HEAD.	
Employee's Name:	CWID:
Employee's Classification:	Hourly Rate of Pay:
Department:	Supervisor:
Number of days you would like to telecommute:	Number of hours per day:
Please describe how you think your job responsibilities are suited for telecommuting:	
_____ Employee's Signature	_____ Date
II. THIS SECTION IS TO BE COMPLETED BY THE RECIPIENT'S DEPARTMENT HEAD AND FORWARDED TO THE HUMAN RESOURCES DEPARTMENT.	
I have discussed the possibility of telecommuting with the above mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in his or her current position.	
Comments:	
_____ Department Head's Signature	_____ Date
III. THIS SECTION IS TO BE COMPLETED BY THE DIRECTOR OF HUMAN RESOURCES	
Has the recipient met the requirements of the Telecommuting Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The request of the recipient has been: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Total hours approved: _____	
Effective dates of approval: From _____ To _____	
Comments: _____	
_____ Director of Human Resources	_____ Date

HR Form 6-114A

Last modified: 3/1/2015

