

Overview

Telecommuting allows employees to work at home. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. Supervisors and managers determine whether telecommuting is appropriate for an employee.

Purpose

For the purposes of this standard, reference is made to the defined telecommuting employee who regularly performs their work from an office that is not within an SDCC building or suite. Casual telework by employees or remote work by non- employees is not included herein. Focusing on the IT equipment typically provided to a telecommuter, this standard addresses the telecommuting work arrangement and the responsibility for the equipment provided by SDCC.

Definitions

Telecommuting: A work arrangement in which employees do not commute or travel by bus or car to a central place of work, such as an office building, warehouse, or store. Telecommuters often maintain a specific office or workspace and usually work from this alternative work site during predefined days of the week. This is differentiated from teleworking or working remotely, that may refer to casual or occasional remote work done by a traditional employee while away from their traditional company office.

Standard Detail

Telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

The district may provide specific equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, mobile phone, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. To purchase, configure, ship, and install the required equipment to the remote location, the IT Department shall be notified in advance of the telecommuting start date.

The use of equipment, software, and data supplies, when provided by SDCC for use at the remote work location, is limited to authorized persons and for purposes relating to SDCC business. SDCC will provide for repairs to or replacement of provided equipment. Damage to equipment owned by SDCC, that is outside the employee's control, will be covered by the organization's insurance policy. In the event of such damage, loaner equipment may be provided when available and must be returned upon request.

In some cases, the IT department will be responsible for all equipment installation, maintenance, security access, support, and necessary training related to SDCC equipment and software at the remote site, even in the event IT chooses to outsource services. All provided, qualified equipment will be tracked in the IT asset program.

The employee shall designate a workspace, within the remote work location, for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. All SDCC materials should be kept in the designated work area at home and not made accessible to others. All applicable policies for acceptable use, protection of member information, security, reimbursement of business voice and Internet charges, etc., shall be observed. Personal equipment may not be connected to SDCC owned equipment.

The employee must follow district procedures relating to telecommuting and accept responsibility for SDCC owned property provided to the employee for telecommuting purposes. When the employee ceases to telecommute or is terminated, all SDCC owned equipment shall be returned to the IT Department within five (5) business days.

SAMPLE A

TELECOMMUTING EQUIPMENT AGREEMENT

Employee _____ Manager _____

Position _____ Telecommuting Start Date _____

This document is to inventory the equipment used for the employee listed above at a remote location that has been approved by the employee's manager.

The employee's alternative work site is located at the following address:

Address _____

City, State, Zip _____

Phone Number _____

Email address _____

The employee understands and agrees to the following:

1. The employee is responsible for securing the equipment provided to the employee by the SDCC IT Department.
2. No personal equipment may be connected to the SDCC owned equipment.
3. This equipment is the sole and exclusive property of SDCC.
4. Except for normal wear and tear, the employee is liable for the condition of the equipment and for any damages caused by any misuse, negligence, and/or unauthorized use of the equipment.
5. The employee will not modify any SDCC equipment without written authorization from the IT Department.
6. In the event of equipment failure, the employee will notify the IT Department as soon as possible. SDCC may supply temporary equipment in the event of equipment failure.
7. All equipment provided by SDCC is provided exclusively for use in providing services to SDCC. Only the employee may use the equipment and only for SDCC business-related purposes.
8. Within five (5) business days after the employee ceases to telecommute or after termination of employment at SDCC, the employee shall return all supplied equipment to the IT Department. If it should become necessary for SDCC to resort to legal or other means to recover its equipment, the employee agrees to pay all related costs and attorneys' fees that may be incurred by SDCC.

The employee has read, understands, and acknowledges this agreement by signing below.

Employee – Signature

Date

Manager – Signature

Date

Director of IT – Signature

Date

SAMPLE B

TELECOMMUTING EQUIPMENT

The following SDCC owned equipment is being provided to the employee, for use at the employee's alternate work site, to accommodate the telecommuting arrangement commencing on this date _____.

Item Description	Serial No.	Make	Model

All line items above are to be maintained in like condition as when it was provided to the employee. This SDCC equipment and its use is covered in the SDCC telecommuting standards and procedures, with its Samples and Addenda.

Acknowledged:

Employee – Signature

Date

Manager – Signature

Date