

**St. Mary's College of Maryland**  
**Telework Policy**  
**Revision Effective March 1, 2015**

**Responsible Executive: Vice President for Business & Finance**  
**Responsible Office: Office of Human Resources**

**AUTHORITY: Code of Maryland Regulations (COMAR) 17.04.11.02 B (1) (a).**

**1. STATEMENT OF POLICY**

- 1.1 The State of Maryland has a teleworking program which allows selected employees to work from home, a satellite office, or a Telework Center on an occasional basis.
- 1.2 Effective January 1, 2015 St. Mary's College of Maryland is adopting the State policy. Revisions to the policy will be effective March 1, 2015

**2. DEFINITIONS**

- 2.1 Eligible Employee - An employee in a job identified, by the employee's supervisor, as being suitable for teleworking.
- 2.2 Main Work Site - The Teleworker's usual and customary St. Mary's College of Maryland work address or other location as approved by the employee's supervisor.
- 2.3 Remote Work Site - A work site other than the employee's usual and customary work site (Main Work Site). The remote work site shall mean the employee's residence or any remote office location approved by St. Mary's College of Maryland. It may include the employee's home, a satellite office, or a Telework Center.
- 2.4 Telework Center - A facility that offers office-like work stations and electronic equipment that may be used by State agencies to house Teleworking employees.
- 2.5 Teleworker - A person who, for at least four days a month, works at home, at a satellite office, or at a Telework Center to produce specific deliverables as stated in the Telework Work Plan.

- 2.6 Work Plan – A specific set of defined work expectations to be met each time the employee works at a remote work site.
- 2.7 Teleworking – Working at a location other than the employee's usual and customary worksite.

### **3. EMPLOYEE PARTICIPATION**

- 3.1 The supervisor will determine which employees are in jobs suitable for teleworking by using the Telework Eligibility Checklist.
- 3.2 At the discretion of the supervisor and with the approval of the Department Head, the Director of Human Resources and the Vice President for Business and Finance employees in jobs suitable for teleworking may be permitted to telework on designated days.
- 3.3 Teleworking is voluntary and may be terminated by the employee or the supervisor at any time. The employees' participation is entirely voluntary and remains in effect only as long as the employee is deemed eligible at the College's sole discretion.
- 3.4 Before allowing an employee to telework, the employee's supervisor shall review with the employee the following:
- (i) the St. Mary's College of Maryland Teleworking Agreement;
  - (ii) the Remote Work Site Self-Certification Checklist; and
  - (iii) the Telework Work Plan.
- 3.5 The employee shall be required to complete and return, to the supervisor, the St. Mary's College of Maryland Teleworking Agreement, the Remote Work Site Self-Certification Checklist and the General Telework Requirements before teleworking and annually when the teleworking arrangement continues beyond 12 months.
- 3.6 Before teleworking is approved, the supervisor and the teleworker must complete a Telework Work Plan, the teleworker agreeing to the general telework requirements and the supervisor identifying the assignments to be completed while the employee is teleworking with specific deliverables for each.
- 3.7 Employees may submit a written request for a telework assignment to their supervisor. The supervisor will review the employees' eligibility to include; a determination by the supervisor that the employee holds a position that has been identified as suitable for teleworking; the employee must have successfully completed their probationary period and have received at least a "performed well" performance evaluation on the most recent performance appraisal immediately preceding the request to telework. Telework

privileges may be revoked if the employee fails to maintain at least an overall “performed well” on successive performance evaluations. The supervisor will respond in writing to the employee’s request to telework within 10 business days. Denials or retraction of telework assignments are subject to the grievance procedure.

- 3.8 A teleworker may terminate their participation in the telework program with ten work days’ notice to their supervisor.
- 3.9 The College may retract a telework arrangement by providing ten work days’ notice. If the retraction of telework is for cause, the telework retraction will be immediate. If requested by the teleworker, the College will provide an explanation as to why the Telework arrangement was terminated.

#### **4. EMPLOYMENT**

- 4.1 The teleworker's duties, obligations, responsibilities and conditions of employment with the College will be unaffected by teleworking.
- 4.2 The teleworker's salary, retirement benefits, and State of Maryland sponsored insurance coverage (*if applicable*) will remain unchanged by the teleworking arrangement.
- 4.3 All work hours, overtime compensation, and leave usage must conform to the Annotated Code of Maryland, Code of Maryland Regulations (COMAR), the provisions of the St. Mary’s College of Maryland Teleworking Agreement, and to the written terms otherwise agreed upon by the employee, the supervisor, the Department Head, the Director of Human Resources and the Vice President for Business and Finance.
- 4.4 The teleworker must have the pre-approval of the teleworker's supervisor before working overtime at a remote work site.
- 4.5 The holding of work-related meetings while at home is not permitted.

#### **5. EQUIPMENT AND SUPPLIES**

- 5.1 The teleworker must have a telephone and a designated work space with appropriate equipment and supplies to do the assigned work at the remote work site.
- 5.2 The teleworker may provide equipment, software, and supplies.
- 5.3 The College may provide the teleworker with the following equipment, and will maintain such equipment in the same manner as equipment is maintained for employees who work exclusively on campus:

- 5.3.1 laptops;
  - 5.3.2 desktop computers;
  - 5.3.3 printers;
  - 5.3.4 modems;
  - 5.3.5 faxes;
  - 5.3.6 scanners;
  - 5.3.7 cables; and
  - 5.3.8 software.
- 5.4 Equipment purchases must be related to the performance of the teleworker's specific teleworking job duties.
- 5.5 Equipment purchases must receive approval from the Vice President for Business and Finance.
- 5.6 St. Mary's College of Maryland equipment provided to an employee shall remain the property of St. Mary's College of Maryland and shall be returned to St. Mary's College of Maryland upon the termination of an employee's participation in the telework program.
- 5.7 The use of equipment, software, data, supplies and furniture, if provided by St. Mary's College of Maryland, is limited to use by authorized persons and for purposes related to State business only.
- 5.8 The teleworker will be responsible for the security of all items furnished by the College. Intentional damage to College provided equipment may result in the revocation of the Telework agreement and in disciplinary action being taken against the teleworker. Intentional damage to College provided equipment may result in the teleworker being required to replace College owned equipment at their own expense.
- 5.9 The teleworker shall obtain from the main office all supplies needed for work at the remote work site.

## **6. WORK SPACE**

- 6.1 The teleworker must have an area designated as work space.
- 6.2 The work space will be maintained in a safe condition, free of hazards that might endanger the employee or St. Mary's College of Maryland equipment.
- 6.3 The supervisor shall require that the teleworker complete and return the Remote Work Site Self Certification Checklist.

## **7. EXPENSES**

- 7.1 Work-related long distance phone calls should be planned for in-office days.
- 7.2 At the discretion of the supervisor, expenses for long distance calls, which must be made from a teleworker's home, may be reimbursed if the reason and cost for the call are documented.
- 7.3 The teleworker is responsible for the cost of maintenance, repair and operation of personal equipment, not provided by the State.
- 7.4 Expenses for supplies regularly available at the main office will not be reimbursed unless pre-purchase approval has been granted by the teleworker's supervisor.

## **8. LIABILITY FOR INJURIES WHILE TELEWORKING**

- 8.1 The teleworker is covered under the State's Workers' Compensation Law for injuries occurring in the course of the actual performance of official duties at the remote work place.
- 8.2 The teleworker or someone acting on the teleworker's behalf shall immediately notify the teleworker's supervisor of any accident or injury that occurs at the remote work site.
- 8.3 St. Mary's College of Maryland and the supervisor should then follow the State's policies regarding the reporting of injuries for employees injured while at work.
- 8.4 St. Mary's College of Maryland is not liable for damages to the teleworker's personal or real property while the teleworker is working at the remote work site, except to the extent adjudicated to be liable under Maryland law.

## **9. CHILD/DEPENDENT CARE/PERSONAL BUSINESS**

- 9.1 Teleworking is not a substitute for child or dependent care.
- 9.2 The teleworker must continue to make arrangements for child or dependent care to the same extent as if the teleworker was working at the main office.
- 9.3 The teleworker must refrain from conducting personal business while on work status at the remote work site.

- 9.4 The teleworker must complete the Telework Schedule to include the main and remote work site addresses, telephone numbers, work hours for each day and the daily lunch period.
- 9.5 The supervisor must agree to any changes to the Telework Schedule in advance.

## **10. INSPECTIONS**

- 10.1 Usually, with twenty-four hours' notice the supervisor may make an on-site visit to the teleworker's remote work site during the employee's scheduled telework hours for the purposes of verifying that the employee is teleworking as scheduled, determining that the site is safe and free from hazards and to maintain, repair, inspect or retrieve St. Mary's College of Maryland owned equipment, software, data or supplies.

## **11. CONFIDENTIAL INFORMATION**

- 11.1 The teleworker and the supervisor shall take appropriate safeguards to secure confidential data and information. The teleworker agrees to follow the computing and data security policies and guidelines established by the Office of Information Technology at St. Mary's College.

## **12. DISCIPLINE**

- 12.1 St. Mary's College's disciplinary procedures and drug and alcohol policies are not affected by an employee's status as a teleworker.
- 12.2 St. Mary's College of Maryland may take appropriate disciplinary or adverse action against the teleworker for failing to comply with the provisions of the St. Mary's College of Maryland Teleworking Agreement.