

### **D.2.6.1 (Procedure) Telecommuting**

Responsible Department: Human Resources

Based on Board Policy: [D.2.6](#) - Telecommuting

Approved: 4-28-09

Last Amended: 5-24-19

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#### **Purpose**

Telecommuting is allowed as provided by this procedure when, at the sole discretion of the College District, it will enhance productivity of the employee and the work unit. In most instances the work of teaching, serving students and supporting the education mission is best served by employees who are physically present in the workplace to collaborate with other employees, hold office hours, engage in service to the colleges and participate in ongoing activities on campus and in the workplace as an actively engaged member of the workforce of Alamo Colleges.

#### **Definitions**

##### ***Telecommuting***

Telecommuting means routinely working off-site (at a location other than the employee's regular work place) one or more days under an agreement approved pursuant to this procedure.

##### ***Regular Work Place***

The regular work place is the employee's College District work station for all pay, leave, and travel purposes.

##### **Appropriate Off-Site Location**

A non-College District off-site location shall be evaluated to determine whether the site is appropriate as a telecommuting work site. The supervisor may, at the supervisor's discretion, request that the College District safety officer conduct a safety inspection of the alternate work site.

#### **Position Criteria**

Telecommuting may be considered only for positions that meet all of the following criteria:

1. The position involves measurable or quantifiable work product, and the job functions can be performed off-site without diminishing the quality of the work or disrupting the productivity of a unit;
2. The work does not require the employee's presence at the regular work place on a daily or routine basis;
3. The work does not require regular face-to-face contact with the supervisor, other employees, students, members of the College District community, or the public;
4. The employee can be supervised effectively while working off-site, and the employee does not supervise others;
5. The work permits deadlines to be met from off-site locations;
6. An appropriate off-site location is available; and

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7. The employee is able to keep office hours for meetings, student contact and other functions of the job by use of available technology instead of physical presence in the work place.

#### **Employee Criteria**

In addition to the position criteria above, telecommuting may be considered only for employees who:

1. Continuously demonstrate an ability to successfully organize, manage time, work independently with minimal supervision, and have a satisfactory work performance history;
2. Have a thorough knowledge and understanding of their job functions and the equipment required to telecommute;
3. Have access to a work site that is deemed appropriate by the College District;
4. Are able to provide the high level of security necessary to protect College District, student and employee data and information as well as protection of any College District equipment used at the site; and
5. Reside and work in the State of Texas and are available to come to the regular work place on the schedule determined by the employee's supervisor and College District administration in accordance with the terms of the telecommuting agreement.
6. If needs of the business require exception to the telecommuting policy, the Chancellor's approval is required.

#### **General Criteria**

If all of the position and employee criteria are met, telecommuting may be appropriate when:

1. The employee is unable to regularly commute to the regular work place due to a medical or other disability or other circumstance, but the employee can effectively complete all assignments off-site;
2. The College District determines there is a benefit for the work to be performed off-site (employment of talent not locally available, savings in office space, parking, energy conservation, etc.); or
3. The College District determines that the community will benefit from the employee's working off-site (transportation costs, traffic congestion, air pollution, etc.)

#### **Agreement**

All telecommuting shall be performed pursuant to a signed agreement between the employee and the supervisor (agreement and other required forms are available at:

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<https://share.alamo.edu/finance-administration/hr/SitePages/Telecommuting.aspx>

The agreement shall comply with the requirements of this procedure and all related regulations and procedures, and shall be approved by the employee's supervisor and the college President or Vice Chancellor, as appropriate.

The term of a telecommuting agreement shall not exceed one fiscal year unless an extension is approved by the Chancellor. These agreements do not constitute an employment contract, and they do not create a property interest in employment.

#### **Employment Relationship**

Telecommuting is a management option, not an employee right or benefit, and approval for telecommuting for an employee does not set a precedent for any other employee. The existence of a telecommuting agreement in no way alters an employee's relationship with the College District or the employee's obligation to observe all applicable College District policies, regulations, and procedures. All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, and leave remain the same as they would be if the employee worked only at his/her regular work place.

#### **Overtime**

Assignments that might result in the accrual of overtime shall not be assigned to employees who telecommute.