

## Emergency Telecommuting Policy

Due to unforeseen events outside of our normally scheduled closures, the following policy applies.

### Definition

Telecommuting is a work arrangement that allows employees to work at home or at some other off-site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from remote locations, IWCC recognizes that telecommuting arrangements can provide a mutually beneficial option for both IWCC and its faculty and staff. It is not a companywide benefit, and it in no way changes the terms or conditions of employment with IWCC.

If applicable, employees deemed “essential” will be expected to telecommute. This includes faculty and staff.

Not all jobs can be performed from off-site locations. In general, positions requiring face-to-face interaction are not suitable for telecommuting arrangements.

### Types of Arrangements

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met:

- Employees must be able to carry out the same scheduled hours, duties, assignments, and other work obligations at their home office as they do when working on-site, and they must be available by phone during scheduled office hours. All normally scheduled or expected breaks or meal breaks will be allowed, where applicable.
- Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed.
- Employees must have a suitable home office.

### Equipment/Furnishings/Office Supplies

IWCC will make every effort to provide “essential” telecommuting employees with a computer as is practical. Employees will be responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner, if needed.

Depending on the nature of their jobs, this may require having computers, printers, computer

software, fax machines, data and telecommunications equipment, an internet connection and other equipment available for their use. These equipment details will be worked out between the supervisor and the employee.

Employees are responsible for providing office furnishings—such as desks, chairs, file cabinets, and lighting—at their own expense.

IWCC may provide common office supplies, such as paper, pencils, pens, and paper clips, for employees' use in their home offices.

### **Other Requirements/Restrictions**

IWCC has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying IWCC of such injuries as soon as possible. The employee is responsible for injuries sustained by visitors to their home office.

Consistent with IWCC's expectations of information security for employees on-site, telecommuting employees will be expected to ensure the protection of proprietary information. Steps include the use of locked file cabinets and desks, regular password maintenance and any other measures appropriate for the job and the environment.

Telecommuting employees are expected to keep accurate time records through the Colleague system as usual.