

**Policy Number: 1200**

**Policy Name: Telework and Alternate Work Schedule Policy**

**Responsibility for Maintenance: Director of Human Resources**

**Effective Date: July 1, 2018**

**Last Updated: August 15, 2023**

**I. Policy Statement**

The purpose of this policy is to promote and implement procedures that allow eligible employees, when possible, the opportunity to telework or use an alternate work schedule. This policy allows opportunities for improved work performance; increased employee retention; reduced commuting costs; departmental cost reductions; temporary or permanent job modifications for Return-to-Work and/or the Americans with Disabilities Act compliance; and consideration of an employee's quality of work life. Telework and Alternate Work Schedule agreements must comply with all applicable federal and state laws, and state and College and policies. Telework and/or an Alternate Work Schedule is not an employee benefit. Therefore, no College employee is entitled to or guaranteed the opportunity to Telework or use an Alternate Work Schedule and either party may terminate an existing agreement at any time.

**II. Applicability of the Policy**

This policy applies to all administrative and professional employees, classified staff, and non-student wage employees.

**III. Definitions**

- A. **Alternate Work Schedule:** An acceptable schedule, agreed to by the supervisor and employee that differs from the standard workweek. The traditional forty (40) hours per week may be completed in fewer or more than five (5) full workdays. The schedule may include varying the time of day an employee works, the days of the week an employee works, or both.
- B. **Alternate Work Site:** An acceptable site for performing job duties and responsibilities outside the traditional Richard Bland College office.
- C. **Telework:** A work option where an employee of Richard Bland College works at an approved alternative work site for an agreed period of time with the remainder of the work time spent at the College work site.

**IV. Quality Assurance Controls**

Department Heads are responsible for ensuring approved requests are within the scope of this policy and establishing the following quality assurance controls, where applicable:

- A. All work objectives and tasks must be clearly defined with measurable results for the telework position.
- B. The telework position should require minimal supervision or contact with customers. The employee should demonstrate work habits and performance suited to successful telework.

- C. Alternate work schedules, such as rotating shifts, compressed work week, etc., may be developed to allow departments to provide services outside traditional hours of work. Schedule adjustments will not result in an employee working less than his/her prescribed number of hours during a work week. Alternate Work Schedule arrangements will not necessarily result in compensatory time or overtime pay.
- D. Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events or may meet with an employee in the alternate work location as needed to discuss work progress or other work-related issues.
- E. Teleworking and alternate work schedules are authorized only for employees whose annual performance evaluations indicate performance at a level of at least an "Achiever or Contributor."
- F. Telework or Alternate Work Schedule duties must be arranged so as not to alter the essential job responsibilities or compromise the level of service provided to the customer, either by the employee or the department.

**V. Compliance**

- A. Approved Teleworkers and their supervisors must complete a DHRM Telework Agreement and submit it to the RBC Office of Human Resources before working from an alternate work site. Failure to do so may result in the inability to telework.
- B. Employees approved to have an alternate work schedule and their supervisors must complete an Alternate Work Schedule Agreement and submit the form to the RBC Office of Human Resources prior to working an alternate work schedule.
- C. Annual review of the agreements will be conducted thereafter during the annual evaluation cycle.
- D. All Richard Bland College policies, rules, and practices will apply at the approved alternate work site and/or an approved alternate work schedule.
- E. Failure to follow policies, rules, and practices may result in termination of the arrangement and/or disciplinary action.
- F. The Telework or Alternate Work Schedule Agreement may be terminated at any time by either party.

**VI. Related Policy and Forms**

- A. [DHRM Telework Policy 1.61](#)
- B. [DHRM Telework Form](#)
- C. RBC Alternate Work Schedule Form
- D. [DHRM Hours of Work Policy 1.25](#)

**VII. Contacts**

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