

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

<b>CHAPTER 2</b>	<b>SECTION 29</b>	<b>TITLE Telework Procedure</b>	<b>Adopted 2016</b>	<b>HISTORY Campus Forum</b>	<b>Reviewed</b>
			<b>Revised</b>		<b>Next review</b>

**PROCEDURE**

To request telework assignment, the employee must make a request to his or her supervisor. The supervisor and the employee should discuss the feasibility of an alternative work schedule by considering the following:

- Employee eligibility: has the employee passed his or her probationary period? Are there any concerns with the employee’s work performance?
- Department operations: will the proposed telework agreement negatively impact departmental operations in any way? What work processes or practices will need to change if the telework agreement is approved?
- Evaluating work: is there a reasonable method for the supervisor to evaluate the employee’s work? How will this happen (when, how, etc.)? How will the employee be held accountable for work products?
- Communication: how will the employee communicate with customers, co-workers, and his or her supervisor? How will the employee and supervisor ensure the communication is timely?
- Meetings: how will the employee arrange to participate in typically in-person meetings? Will this be effective?
- Disruptions: how will the employee minimize disruptions at the telework site?
- Length of commitment: how long will this agreement last? How often will it be evaluated?
- Equipment and security: what will the employee need in terms of equipment, supplies, etc. at the telework site? How will it be kept secure? Does the employee work with confidential information? How will that be kept secure?

If such an arrangement is determined to be feasible, the employee and supervisor must complete the Telework Assignment Work Plan and the Employee Telework Agreement, sign both documents, and route to Human Resources prior to the appropriate Direct Report for final approval. A copy of the agreement will be placed in the employee’s personnel file in the Human Resources office.

<b>APPROVAL:</b>	
By: <u>Tawny M. Dotson</u>	Date: <u>6/2/14</u>
Tawny M. Dotson	