

VII-6.11-POLICY ON TELEWORKING

I. PURPOSE:

Bowie State University has a teleworking program, which allows eligible employees to work from home, a satellite office, or a Telework Center on an occasional or regular basis. Bowie State University will attempt to allow a minimum of 10% of eligible employees to telework.

II. APPLICABILITY

This policy applies to those positions, which have been identified by supervisors as being suitable for teleworking. Supervisors will determine which employees are in jobs suitable for teleworking. Teleworking is voluntary and may be terminated by the employee or supervisor at any time.

III. DEFINITIONS:

- A. Eligible Employee - An employee in a job identified, by the employee's supervisor, as being suitable for teleworking.
- B. Main Office - The Teleworker's usual and customary worksite.
- C. Remote Workplace - A work site other than the employee's usual and customary worksite (Main Office). The remote workplace may include the employee's home, a satellite office, or a Telework Center
- D. Telework Center - A facility that offers office-like workstations and electronic equipment that may be used by State agencies to house Teleworking employees.
- E. 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 an agreed upon work product.
- F. Teleworking – Working at a location other than the employee's usual and customary worksite.

IV. GUIDELINES AND STANDARDS

- A. Employee Participation
 - 1. Prior to authorizing or beginning teleworking, supervisors and employees shall be required to receive training coordinated by the Office of Human Resources.
 - 2. Before allowing an employee to telework, the employee's supervisor shall review with the employee the following:
 - a. The *Bowie State University Teleworking Agreement*;
 - b. The *Remote Workplace Self-Certification Checklist*; and
 - c. The *Teleworker Work Plan*.

3. The employee shall be required to complete and return, to the supervisor, the *Bowie State University Teleworking Agreement* and the *Remote Workplace Self-Certification Checklist* before teleworking.
4. The supervisor and the teleworker shall complete a Teleworker Work Plan, identifying the assignments to be completed while the employee is teleworking.

B. Employment

1. The teleworker's duties, obligations, responsibilities and conditions of employment with Bowie State University will be unaffected by teleworking.
2. The teleworker's salary, retirement benefits, and State of Maryland sponsored insurance coverage will remain unchanged by the teleworking arrangement.
3. All work hours, overtime compensation, and leave usage must conform to the *Annotated Code of Maryland, Code of Maryland Regulations (COMAR)*, the BOR and/or Bowie State University Collective Bargaining MOUs, the provisions of the *Bowie State University Teleworker's Agreement*, and to the terms otherwise agreed upon by the employee and the supervisor.
4. The teleworker must have the pre-approval of the teleworker's supervisor before working overtime at a remote workplace.
5. The holding of work-related meetings while at home is not permitted.

C. Equipment and Supplies

1. The teleworker must have a telephone and a designated workspace with appropriate equipment and supplies to do the assigned work at the remote workplace. Work related long distance phone calls should be planned for in-office days.
2. The teleworker is not required to provide equipment, software, and supplies. The teleworker is responsible for the cost of maintenance, repair, and operation of personal equipment, not provided by the University.
3. Bowie State University may, but is not required to, provide the teleworker with equipment and services.
4. Bowie State University equipment provided to an employee shall remain the property of the University and shall be returned to the University upon termination of employment, the termination of an employee's participation in the telework program, or at such time as is deemed appropriate by the supervisor.
5. The use of equipment, software, data, supplies and furniture, if provided by the University, is limited to use by authorized persons and for purposes related to university business only. Employees must sign a receipt with the Materials Manager before removing any equipment from the premises.
4. The teleworker will be responsible for the security of all items furnished by Bowie State University.
5. The University shall provide office supplies, as needed, for work at the remote workplace.

D. Workspace

1. The teleworker must have an area designated as workspace.
2. The workspace should be maintained in a safe condition, free of hazards that might endanger the employee or university equipment.
3. The supervisor shall require that the teleworker complete and return the *Remote Workplace Self Certification Checklist*.

E. Liability for Injuries While Teleworking

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 workplace.
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 workplace.
3. The University and the supervisor should then follow the State's policies regarding the reporting of injuries for employees injured while at work.
4. The University is not liable for damages to the teleworker's personal or real property while the teleworker is working at the remote workplace, except to the extent adjudicated to be liable under Maryland law.

F. Child/Dependent Care

1. Teleworking is not a substitute for child or dependent care.
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.

G. Inspections

1. The supervisor may make an on-site visit to the teleworker's remote workplace for the purposes of determining that the site is safe and free from hazards and to maintain, repair, inspect or retrieve university-owned equipment, software, data or supplies.
2. Before an inspection of the remote workplace, the supervisor shall provide the employee with at least 24 hours notice of the inspection.
3. Inspections shall only be made during normal work hours.

V. DEVIATIONS

The University may take appropriate disciplinary or adverse actions against the supervisor or the employee for failing to comply with the provisions of the University's *Policy on Teleworking*.