

# National Park College

## Telecommuting Guidelines for on Campus Positions in Emergency or Adverse Situations

### PURPOSE

These guidelines are established to ensure that all essential services remain available to those who depend on them. These guidelines assist supervisors when approving and establishing telecommuting arrangements for employees whose responsibilities can be performed outside the traditional office setting during an emergency or adverse situation due to weather, a pandemic, or an unsafe working environment.

The college's decision as to whether a telecommuting arrangement is feasible will depend upon:

- The employee's job responsibilities—if certain tasks and assignments can be performed at home
- Availability of necessary equipment and materials to perform the work
- The home environment—if it is one in which the employee can work productively and safely.

### SCOPE

These guidelines address an emergent situation and do not create a past practice or expectation of a continuation of this arrangement.

### Employment

If authorized to work remotely, the employee's duties, obligations, responsibilities, and conditions of employment with the college will be unaffected by working remotely. Likewise, the employee's salary, retirement benefits, workers' compensation, and insurance coverage will remain unchanged by the remote-work arrangement. Employees are eligible for Workers' Compensation when telecommuting, and must follow the university's procedure for reporting job-related injuries.

All work hours, overtime compensation, and leave usage must conform to Arkansas statutes, applicable federal laws, and the terms otherwise agreed upon by the employee, supervisor, and appropriate Cabinet member. The employee authorized to work remotely must have the pre-approval of his or her supervisor before working overtime at a remote workplace.

## **Remote Workspace**

The employee authorized to work remotely must have an available workspace. The available workspace should be maintained in a safe condition, free of hazards that might endanger the employee or Department equipment.

## **Privacy, Confidentiality, and Other Applicable Statutes**

The employee and the Department shall institute appropriate safeguards to secure confidential data and information. The employee must still comply with the Privacy Act, the Health Insurance Portability and Accountability Act, the Arkansas Personal Information Protection Act, or other state or federal laws when handling documents and information, including when working remotely.

Once a determination is made that a telecommuting arrangement is feasible, supervisors should work with the employee to define:

- The job duties that will be performed during telecommuting hours
- The expected work schedule and work hours including availability for calls
- How necessary communications will be maintained
- Potential problem areas and plan for how to handle those problems
- How the safety and security of sensitive data are to be maintained

A telecommuting arrangement may be discontinued by the supervisor or the employee with or without notice. At a minimum, the arrangement will be reviewed when the adverse working situation comes to an end.