



Policy # HR 6.023

Telecommuting During Emergency Policy

Authority: Human Resources

Effective Date: 03/17/2020

Last Revision: 03/25/2022

POLICY:

Fletcher Technical Community College recognizes the need to allow employees to work remotely during emergency periods, where the college remains open. Employees may work remotely from an alternate work site to the extent possible.

RATIONAL AND SCOPE

In an effort to ensure the health, safety, and welfare of the faculty, staff, and students of Fletcher, as well as the community it serves, and to ensure compliance with the directives set forth by the Chancellor, LCTCS or the Governor. Employees will report to their primary work site at their usual reporting time as informed by their supervisor or administration.

POLICY AUDIENCE

This policy applies to all Fletcher employees. All supervisors and employees should be familiar with the contents of this policy and its supporting guidelines.

POLICY COMPLIANCE

Employees are expected to perform assigned work duties during assigned business hours although reasonable amounts of time for rest and/or meal breaks are permitted. Violations of any of the terms outlined in this policy will be subject to disciplinary action up to and including dismissal.

POLICY DEFINITIONS

Exempt Employee – An individual employed in a position determined to be “exempt” per the Fair Labor Standards Act (FLSA). Exempt employees do not earn “time and a half” compensation for working greater than 40 hours per workweek.

Non-Exempt Employee – An individual employed in a position determined to be “non-exempt” per the Fair Labor Standards Act (FLSA). Non-exempt employees earn compensation at “time and a half” (or 1.5 times) their usual hourly pay rate for each hour worked over 40 hours per workweek.

Telecommuting – Allows an employee to work at home or at another off-site location for a specified number of hours per week. A combination of onsite and off-site work may be arranged under this option.

Work Week – Fletcher’s normal work week is forty (40) hours per week, including lunch periods, beginning at 12:00:01 a.m. on Monday and ending at 12:00:00 (midnight) the following Sunday. This work week cannot be changed, and any hours worked in excess of forty (40) during that work week will be eligible for compensatory time (non-exempt only). The normal work week consists of five 8-hour days.

POLICY IMPLEMENTATION PROCEDURES

The following guidelines and expectations are applicable to this policy

- All employees may work remotely from their homes to the extent possible and approved by their supervisor until further notice.
- Employees must be available and on call for communication and contact during regular business hours or as instructed by their supervisor. Normal Fletcher business hours are 8:00a.m. to 5:00p.m. Monday through Friday, unless there is a Flexible Work Arrangements Agreement.
- Non-exempt employees must track all hours worked including meal breaks.
- Employees must continue to request supervisor approval to use any sick, vacation, or other leave in the same manner as if working onsite.
- All non-exempt employees must request supervisor approval in advance for any overtime/compensatory time. Exempt employees are not eligible for compensatory time while telecommuting.
- Employees should not make any purchases without pre-approval from their supervisors or without following the usual and customary purchasing policy and guidelines.
- Every reasonable effort will be made to provide employees with the necessary resources and guidance for them to successfully carry out their job functions remotely and to maintain continuity of Fletcher’s business operations.
- Fletcher-issued devices may be used for business-related purposes only.
- Supervisors may request or direct employees to report to their primary work site for the limited purpose of performing a task which may not be accomplished remotely and which is necessary for the ongoing operation of Fletcher.
- Any work-related injuries should continue to be reported as per the Workers’ Compensation policy and procedures. When an employee is using their personal vehicle for official Fletcher business, the employee’s automobile insurance is primary.

DISTRIBUTION: Electronically via College’s email and website

APPROVAL:

Reviewing Council/Entity	Approval Date
Governance Council	02/24/2022
Leadership Group	03/25/2022