

 KENNESAW STATE UNIVERSITY	Policy Title	Teleworking/Alternative-Work-Schedule Policy
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	Responsible Office	Human Resources
	Contact Information	Office of Human Resources Phone: 470-578-6030 Email: hr@kennesaw.edu

1. Policy Purpose Statement

The purpose of the Kennesaw State University (KSU) Teleworking/Alternative-Work-Schedule Policy is to provide guidance and direction for implementing an Alternative Work Schedule or a Telework Agreement at KSU.

2. Background

There are significant economic, personal, and production benefits of Teleworking and Alternative Work Schedules but there are potential risks to be mitigated. This policy is designed to help managers and employees understand and navigate the Telework/Alternative Work Schedule process and their associated rights and responsibilities.

3. Scope (Who is Affected)

This policy applies to all staff members who:

- Hold a job position that has been determined by their department as eligible for Teleworking or an Alternative Work Schedule; and
- Completed their probationary period (six months).

4. Exclusions or Exceptions

- Teleworking or an Alternative Work Schedule may not be suitable for all employees and/or positions.
- Employees with active formal disciplinary actions and/or Performance Improvement Plan are not eligible.
- KSU divisions/departments are responsible for determining if an employee and their job functions are eligible for or excluded from Telework or an Alternative Work Schedule.
- Non-exempt staff are not eligible for the 9/80 compressed workweek schedule.
- Non-exempt (hourly) student employees are not eligible, except when approved by Human Resources (HR).
- This policy does not apply to requests for Telework or Alternative Work Schedule as a reasonable accommodation for a disability. See ADA Reasonable Accommodation Policy.

5. Definitions and Acronyms

Alternate Workplace: A worksite other than the employee's Primary Workplace.

Alternative Work Schedule: A variation of a work schedule that deviates from the department's core business hours, including, but not limited to, compressed workweeks, flex schedules, partial-year employment, and Telework.

Compressed Workweek: Any work schedule permitting an employee to work the equivalent of a full week in fewer than five (5) days or a full two weeks in fewer than ten (10) days is considered a compressed workweek. Compressed workweek schedules include:

- 9/80: working eighty hours in nine days with the tenth day off (not available to non-exempt staff).
- 10/40: working four, ten-hour days with one day per week off.

Core Business Hours: The standard operating hours in which business will be conducted as established by each department and for each job function. Core business hours should be in support of and in alignment with overall University core operating hours.

Eligible Employee: An employee in an Eligible Position, as designated by the department leadership, who has been identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee cannot have active formal disciplinary actions or a Performance Improvement Plan (PIP) on file for the current or immediately preceding review period.

Eligible Position: A position having measurable quantitative or qualitative results-oriented standards of performance that are structured to be performed during a work period that may vary from the core work hours established for a department or school. For Teleworking, the position must be structured to be performed independently of others and with minimal need for support and can be scheduled at least one day per pay period to participate in Teleworking without impacting service quality or university operations. The eligibility of a position for Teleworking may change depending on circumstances. Eligible Positions will be designated by the department leadership.

Flex Schedule or Flextime: Arrangements that permit variations in starting and departure times but does not alter the total number of hours worked in a workweek or workday and does not allow for working away from the office location. A Flex Schedule can be used to improve coverage and extend service hours.

Partial-Year Employment: Work arrangement in which the need for a job function may be reduced during certain months resulting in a short work break. Work breaks for more than three (3) months will result in a loss of benefits eligibility.

Primary Workplace: The employee's usual and customary workplace at the University.

Telework, Teleworking, or Telecommuting: A work arrangement in which some or all work is performed at an alternate work site and where the work and location are conducive to such an arrangement.

Teleworker: A person, who for at least one day in a particular pay period, works at an alternative workplace.

Teleworking Agreement: The signed document that outlines the understanding between the University and the employee regarding the Teleworking arrangement.

6. Policy

The University System of Georgia (USG) allows Telework and Alternative Work Schedules for eligible positions and employees. KSU divisions leaders or department heads are responsible for determining and approving employee and job/position eligibility for Teleworking or an Alternative Work Schedule, not including any exclusions or exceptions noted in this policy (see above Section 4, Exclusions or Exceptions). Teleworking or an Alternative Work Schedule may not be suitable for all employees and/or positions. Before approving a Telework Agreement or Alternative Work Schedule, department leaders are responsible for ensuring the department's core business hours are appropriately staffed. Additionally, Teleworking and Alternative Work Schedules can be discontinued, suspended, or altered—with or without notice—at the discretion of the employee's supervisor and/or the division/department's vice president or dean (or designee). Teleworking Agreements and alternate work schedules require the approval of the employee's supervisor and the division/department vice president or dean (or designee). The executed agreement should be submitted to Human Resources for inclusion in the employee's HR file.

An employee or job function that is determined to be ineligible for a regular Telework or Alternative Work Schedule may on occasion be approved to alter their work schedule or be allowed to telecommute with prior approval of departmental leadership. When granted on an as-needed basis, the arrangement does not require formal documentation.

Teleworking is not a substitute for childcare or dependent care. The Teleworker will continue to arrange child or dependent care to the same extent as if the Teleworker was working at the Primary Workplace.

All employees approved to Telework or for an Alternative Work Schedule will complete a Telework and/or Alternative Work Schedule Request, available through Human Resources, prior to implementation. The Agreement must be reviewed and renewed at least annually by the employee, supervisor, and Human Resources to ensure that the guidelines for participating in the program indicate continued eligibility and expectations are understood.

Managers or supervisors who choose to consider Telework for Eligible Employees will be responsible for the following:

- a. Establishing expectations for and monitoring of employee performance.
- b. Determining if office-like space is required in the Alternate Workplace.
- c. Determining if equipment will be provided to the Teleworker to use at the Alternate Workplace.
- d. Establishing how the Teleworker will maintain regular contact with office coworkers and supervisors.
- e. Determining how the department will handle restricted access materials, security issues, and taking electronic or paper records from the Primary Workplace.
- f. Ensuring that practices are consistent and compliant with State of Georgia, Board of Regents, and University policy and state and federal law in the use of technology.
- g. Delivering Telework training to employees.
- h. Ensuring that individual work schedules and reporting for non-exempt employees comply with U.S. Fair Labor Standards Act (FLSA) regulations and Board of Regents policy.
- i. Ensuring that each Eligible Employee's request to Telework is considered in relation to the

- department's operating and customer needs.
- j. Completing a Teleworking Agreement and ensuring that employees approved for Telework record their Telework days appropriately on applicable University time and absence tracking system.
 - k. Worksite/space, equipment, and supplies.

The supervisor may deny an employee the opportunity to Telework if the Alternate Worksite is not conducive to productive work. The department should provide the employee a self-certification checklist as part of the application to Telework. The checklist is necessary to reduce the University's exposure to risk and liability and helps the employee know if their Alternate Workplace is conducive to productive work.

An employee approved to Telework will be responsible for setting up an appropriate work environment within their home or Alternate Workplace. The University will not be responsible for any cost associated with the setup of an Alternate Workplace. Upon request, the University will consult with an employee on any modifications or requirements to operate University-owned equipment at the home office. An employee will be required to provide the University with a statement within ten (10) working days of the request to Telework confirming that they have met the reasonable standards to include health and safety requirements, including an ergonomically sound workstation, and promise to maintain it in the condition while Teleworking.

The Teleworker is expected to use their own furniture, internet service, and other equipment or services. Any use of private facilities of the Teleworker will be at their discretion and not at the behest or expense of the University. This applies to all physical improvements and conveniences as well as services.

Office supplies (e.g., pens and paper) will be provided by the department and should be obtained during the Teleworker's in-office work period.

Mobile devices (e.g. laptops, iPads) issued by UITS and assigned directly to an individual, may be taken off campus by that individual for remote work. It is the intention that these devices will roam with their assigned individual between work locations. Stationary devices (e.g. desktop computers) issued by UITS and assigned to an individual may only be used at the Teleworker's home office at the discretion of their department and following written approval from their supervisor. This does not entitle the Teleworker to an additional computer for use on campus.

Computers purchased by a Teleworker's department and assigned to an individual may only be used at the teleworker's home office at the discretion of their department and following written approval from their supervisor.

All devices and associated peripherals purchased by the University remain the property of the University and must be returned on separation from employment or on request.

The Teleworker must protect the security and integrity of university data, paper files, and access to issued technology. All USG and University policies apply to teleworking as they do in the primary workspace. Employees should ensure that data is stored on USG and university provided platforms.

Work-related long-distance phone calls made while teleworking should be conducted using University-supported teleconferencing software. Please refer to the Cellular, Wireless Communications Devices, and Services policy for additional information on long-distance calling using cellular devices.

Telework Schedule

Each Teleworker will develop a work schedule with their supervisor and the supervisor must agree in advance to any changes to the Telework schedule. Non-exempt employees will report Telework days to their departmental time and attendance administrator to ensure that such time is accurately reported as hours worked. Non-exempt employees subject to mandatory overtime must obtain approval from their supervisor before performing overtime. A non-exempt employee working overtime without such approval may cause the department to terminate the Teleworking option and/or take other appropriate action. The employee must obtain approval in advance from their supervisor before taking leave during a designated Telework day.

The employee must maintain contact with the office as specified in the work schedule, department policy, and Telework Agreement. An employee's activities outside the time of work or outside the place designated for work will be deemed to be on the employee's own personal time and place, unconnected with work activities.

Liability

The employee's home workspace when used for Telework is an extension of the department workspace. The University's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. The Teleworker is covered under the State's Workers' Compensation Law for injuries occurring during the actual performance of official duties at the Alternate Workplace.

If an injury occurs during Teleworking work hours, then the employee will immediately report the injury to the supervisor. The employee, supervisor, and department should follow the University's policies regarding the reporting of injuries for employees injured while at work.

The State of Georgia and the University are not responsible for any injuries to family members, visitors, and others in the employee's home. The Teleworker may not have business guests at the Alternate Workplace.

To the extent permitted by law, the employee will not attempt to hold the University or the State responsible or liable for any loss or liability in any way connected to the employee's non-work-related use of their own home.

The Teleworker is responsible for contacting the Teleworker's insurance agent and a tax consultant and consulting local ordinances for information regarding home workplaces.

Security and Access to Information

The Teleworker is responsible for maintaining confidentiality and security at the Alternate Workplace, as the Teleworker would at the Primary Workplace. The employee must protect the security and integrity of data, information, paper files, and access to University computer systems. All University policies on Information Technology and Internet and technology use apply to Teleworking, as they would in the Primary Workplace. All Teleworkers will complete cybersecurity awareness training prior to Teleworking.

The employee is required to protect the security and integrity of university data, paper files, and access to issued technology. All USG and University policies apply to teleworking as they do in the primary workspace. Employees should ensure that data is stored on USG and university provided

platforms.

7. Associated Policies/Regulations

- a. [USG Human Resources Administrative Practice Manual, Employment: Teleworking/Flextime Policy](#)
- b. [Data Security Policy and the Document Management Matrix](#)
- c. [Cellular, Wireless Communications Devices, and Services policy](#)
- d. [ADA Reasonable Accommodation Policy](#)

8. Procedures Associated with this Policy

- a. The Office of Human Resources is responsible for managing the procedures and guidelines related to this policy.
- b. KSU division/department supervisors are responsible for obtaining approvals, maintaining a copy of the employee's Telework and/or Alternative Work Schedule Request in the division/department files and providing a copy to Human Resources to maintain in the employee's employment file.
- c. The Telework and/or Alternative Work Schedule Request Agreement must be reviewed and renewed at least annually by the employee, supervisor, and Human Resources to ensure that the guidelines are followed, and the employee or the position remains eligible for a Telework and/or Alternative Work Schedule..

9. Forms Associated with this Policy

- a. [Telework and/or Alternative Work Schedule Request](#)
- b. Telework Self-Assessment
- c. Work Space Self-Certification Checklist and Safety Guidelines for the Telework Location
- d. [ADA Accommodation Request Form](#)

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including, but not limited to, disciplinary action and dismissal from the University.

11. Review Schedule

The Teleworking/Alternative-Work-Schedule Policy is reviewed annually by the Chief Human Resources Officer or designee.

*****For use by the KSU Institutional Policy Facilitator Only*****

At Kennesaw State University, institutional policies that have undergone the established shared governance review and feedback process are presented to the President and Provost for final approval. The signatures below indicate this institutional policy has been reviewed and approved by the President and Provost.

DocuSigned by:

June 18, 2024
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Dr. Kathy S. Schwaig,
President
Kennesaw State University

DocuSigned by:

June 18, 2024
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Dr. Ivan Pulinkala
Provost and Executive Vice President for
Academic Affairs
Kennesaw State University