

## **Norman J. Radow College of Humanities and Social Sciences Telecommuting Policies and Procedures**

**HR definition of telecommuting:** a work arrangement in which some or all of the work is performed at an alternate work site such as the home, where the work and location are conducive to telecommuting.

### **RCHSS Telework Policies**

- Telecommuting arrangements are determined by the job being performed and the needs of the department.
- Telecommuting arrangements must be approved by the Direct Supervisor and Department Chair/School Director (if different), Dean, and HR.
- Some positions may not be suitable for telecommuting.
- Employees need to have established a remote infrastructure allowing them remote access to the KSU desktop to perform necessary tasks.
- Employees must maintain an overall rating of Meets Expectations or better on their Performance Evaluation.
- If at anytime the arrangement is no longer suitable, telecommuting will cease until further notice.
- Telecommuting privileges are not guaranteed.
- Once the telecommuting has been approved, staff members will be expected to answer phone calls and/or emails in a reasonable time frame of one hour or less.
- Employees and supervisors should discuss how the teleworker will maintain regular contact with coworkers, managers, and supervisors. These discussions should include sharing what tasks they will complete during the time frame they are teleworking.
- Employees should always be prepared to come into the office, if necessary, on short notice.
- **This alternate work schedule does not supersede the standard expected work schedule.**

### **RCHSS Telework Procedures**

- Initial requests for regular telecommuting arrangements need to be submitted to the Direct Supervisor using the Human Resources form two weeks prior to the first telecommute working day.
- Additional information and the telecommuting agreement form can be found at: <https://hr.kennesaw.edu/managers/flexitime.php>