

TELEWORK GUIDELINES

Availability, Visibility, and Communication

- Montgomery College's core business hours are 8:30 a.m. to 5:00 p.m.
- Employees shall be available during the core business hours for communication through such methods as phone, email, Zoom/Teams, or other appropriate communication methods and will respond in a timely manner, as if onsite.
- Employees should be prepared to be on camera for all scheduled Zoom/Teams meetings where being on camera is the expectation for all attendees. Exceptions to having cameras on will be determined on a case-by-case basis.
- Collaboration, coordination, and service to internal and external stakeholders will be maintained at the level of when working from the primary work location.
- Responsiveness and transparency should not be affected by telework.
- Employee interactions with the public shall appear the same, whether they are in the office or working remotely, and must meet established service timelines.
- If an employee who typically teleworks on an established day is needed to attend a hearing/event/meeting in person, he/she will be required to change their work schedule to accommodate the institution's needs. This may mean that an employee is not eligible for all regularly scheduled telework days in a given week due to operational needs.

Time and Attendance

- Time and attendance when teleworking is recorded in the same manner as it is when at the primary work location.
- The employee's duties and responsibilities, including attendance at all regularly scheduled meetings, remain unchanged in a hybrid workplace.
- Employees must abide by the College's rules that govern adhering to established work schedules, prior approval for overtime, timely requests for and use of Time Off, and timely requests for extended leaves of absence.

Information Systems and Security

- While teleworking, the employee must follow the same security and privacy practices that are required at the primary work location. Use of personal equipment is discouraged.

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- Data security must be always maintained. Work performed at the alternate work location is considered official College business.
- Employees shall be responsible for maintaining the confidentiality of all College records, documents, work product, and correspondence, and for safeguarding records, documents, work product, and correspondence from loss, destruction, or unauthorized access.

Compliance and Disciplinary Action

- While teleworking, the employee is bound by all established College policies and procedures as if they were working from the primary work location. If performance issues arise, they will be handled on a case-by-case basis by the supervisor and SVP.
- Administrators/supervisors may adjust or terminate the employee's telework agreement if the employee violates the provisions of these guidelines or fails to abide by the established College policies and procedures.
- Employees who are subject to disciplinary action, whose performance evaluations do not meet standard or competency, or who are placed on an improvement plan, may have their telework agreement adjusted or terminated.
- Administrators/supervisors may adjust or terminate an employee's telework agreement if some or all the work responsibilities are determined to no longer be compatible with telework.
- An employee can request reinstatement of the telework agreement, but the decision to reinstate will be at the discretion of the supervisor and/or administrator.