

Treasure Valley Community College

Code: GCABB
Adopted: 4/21/20

Work from Home

Treasure Valley Community College (TVCC) recognizes there may be circumstances when it would be beneficial for staff to work at remote locations either permanently or temporarily. However, it is not possible to offer a Work From Home (WFH) option to all staff as the requirements for some jobs will not be suitable for such arrangements. The operational needs of TVCC take precedence over WFH.

Eligibility

Prior Vice President and supervisor permission is required before an employee can engage in a WFH agreement. The employee shall submit the College form WFH Agreement to their supervisor and Vice President (or President) for review. The decision of the Vice President (or President) is final.

All arrangements for monitoring, supervision, workload, etc., will be agreed upon in advance.

Availability/Responsiveness

The employee must be available and respond to phone calls, emails or chats during their proposed days and times of work. If the employee is sick during a period of working at home, TVCC's usual sick leave reporting rules apply and must be followed.

WFH is not an alternative to paid dependent care.

Technology Equipment and Support

Employees engaging in a WFH agreement, will either be provided a TVCC computer or will use their personal computer. Employees are responsible to maintain and pay for their own internet access and virus protection to their home/work environment.

The College will not provide other equipment or product, including but not limited to, software, copy machines, printers and scanners. Employees may access said equipment at the College campus or center, if needed, with prior supervisor approval.

Termination

This agreement may be terminated in writing by either the employee or the College. Ten (10) working days' notice is required. The College reserves the right to terminate the agreement without notice if the employee violates any policy. The Work From Home Agreement may include a date certain for termination.

If employment is terminated, the employee will promptly return all TVCC equipment, software, documents, supplies and property in the employee's possession.

Physical Environment

Employees are required to comply with TVCC's Health and Safety policy while they are at work. Employees are expected to take reasonable care of their own health and safety and that of any third party with whom they come into contact during the course of their employment.

The worksite must be in the state of Oregon or Idaho.

TVCC assumes no liability for injury at the remote work site to any other person who would not be in the work area if the duties were being performed at the regular place of employment. If the employee is injured, the employee must notify their supervisor immediately and complete all requested documents regarding the injury.

Confidentiality

Equipment, documents, and data should be accessible only to the employee and safeguarded from access by other members of the household and visitors.

Travel Costs and Other Expenses

Claims may be made for TVCC required travel to meetings from and to the 'normal place of work', i.e. the employee's home, in accordance with TVCC travel policy. This does not include travel to and/or from the employees work from home location to the campus or center.

Employees based at home are expected to provide at their own expense furniture, heating, lighting, internet access, phone, etc.

Compliance

Failure to comply with any aspect of this policy or related policies such as Health & Safety, Employment, and IT policies may be grounds for disciplinary action.

END OF POLICY
