



RESOURCE INF-016G Telecommuting Guideline

Purpose

This guideline covers equipment used by employees who work off-site at Coast Mountain College (CMTN).

Overview

Telecommuting allows employees to work at home. Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs.

Definitions

Telecommuting: A work arrangement in which employees do not commute or travel by bus or car to a central place of work, such as an office building, warehouse, or store. Telecommuters often maintain a specific office or workspace and usually work from this alternative work site during predefined days of the week. This is differentiated from teleworking or working remotely, that may refer to casual or occasional remote work done by a traditional employee while away from their traditional company office.

Scope

For the purposes of this guideline, reference is made to the defined telecommuting employee who regularly performs their work from an office that is not within a CMTN building or suite. Casual telework by employees or remote work by non-employees is not included.

Focusing on the IT equipment typically provided to a telecommuter, this guideline addresses the telecommuting work arrangement and the responsibility for the equipment provided by CMTN.

Details

Telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

The company may provide specific equipment for the employee to perform his/her/their current duties. This may include computer hardware, computer software, mobile phone, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. In order to purchase,

configure, ship, and install the required equipment to the remote location, the Information Technology (IT) Department shall be notified in advance of the telecommuting start date.

The use of equipment, software, and data supplies, when provided by CMTN for use at the remote work location, is limited to authorized persons and for purposes relating to CMTN business. CMTN will cover the cost of repairs to or replacement of provided equipment. Damage to equipment owned by CMTN that is outside the employee's control will be covered by the organization's insurance policy. In the event of such damage, loaner equipment may be provided when available and must be returned upon request.

The IT Department will be responsible for all equipment installation, maintenance, security access, support, and necessary training related to CMTN equipment and software at the remote site, even in the event IT chooses to outsource services. All provided, qualified equipment will be tracked in the IT asset program.

The employee shall designate a workspace, within the remote work location, for the placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. All CMTN materials should be kept in the designated work area at home and not made accessible to others. All applicable policies for acceptable use, protection of member information, security, reimbursement of business voice and Internet charges, etc., shall be observed. Personally owned equipment may not be connected to CMTN-owned equipment.

The employee must sign the Telecommuting Equipment Agreement document and the Telecommuting Equipment document for all CMTN-owned property provided to the employee for telecommuting purposes (see Appendices A and B). When the employee ceases to telecommute or is terminated, all CMTN-owned equipment shall be returned to the IT Department within five business days.

Related Policies, Guidelines, and Other Resources

- None

Appendix A: Telecommuting Equipment Agreement

Employee _____ Manager _____

Position _____ Telecommuting Start Date _____

This document is to inventory the equipment used for the employee listed above at a remote location that has been approved by the employee's manager.

The employee's alternative work site is located at the following address:

Address _____

City, Province, Postal Code _____

Phone Number _____

Email address _____

The employee understands and agrees to the following:

1. The employee is responsible for securing the equipment provided by the CMTN IT Department.
2. No personally owned equipment may be connected to the CMTN-owned equipment.
3. This equipment is the sole and exclusive property of CMTN.
4. With the exception of normal wear and tear, the employee is liable for the equipment's condition and for any damages caused by any misuse, negligence, and/or unauthorized use of the equipment.
5. The employee will not modify any CMTN equipment without written authorization from the IT Department.
6. In the event of equipment failure, the employee will notify the IT Department as soon as possible. CMTN may supply temporary equipment in the event of equipment failure.
7. All equipment provided by CMTN is provided exclusively for use in providing services to the College. Only the employee may use the equipment and only for CMTN business-related purposes.
8. Within five business days after the employee ceases to telecommute or after the termination of employment at CMTN, the employee shall return all supplied equipment to the IT Department. If it should become necessary for CMTN to resort to legal or other means to recover its equipment, the employee agrees to pay all related costs and attorneys' fees that may be incurred by CMTN.

The employee has read, understands, and acknowledges this agreement by signing below.

Employee – Signature

Date

Manager – Signature

Date

Director of IT – Signature

Date

Appendix B Telecommuting Equipment

The following CMTN-owned equipment is being provided to the employee for use at the employee's alternate work site, to accommodate the telecommuting arrangement commencing on this date

_____.

Item Description	Serial No.	Make	Model

All line items above are to be maintained in like condition as when it was provided to the employee. This CMTN equipment and its use is covered in the CMTN telecommuting guideline, with its appendices.

The employee has read, understands, and acknowledges this agreement by signing below.

Employee – Signature

Date

Manager – Signature

Date