

Human Resources

1 **AP 7280 TELECOMMUTING/REMOTE WORK**

2 Telecommuting/Remote Work options allow employees and managers to mutually
3 agree upon a varied geographic and daily distribution of their normal work hours. It
4 does not change the number of days and/or hours worked. Telecommuting/Remote
5 Work allows individuals the flexibility to adjust their work location and/or schedule while
6 maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their
7 work.

8 The major benefits of a Telecommuting/Remote Work schedule include:

- 9 1. Improve program operational effectiveness and flexibilities, individual productivity,
10 and morale;
- 11 2. Expand opportunities for employee health and wellness;
- 12 3. Decrease the spread of communicable diseases;
- 13 4. Decrease commuter traffic and improve regional air quality;
- 14 5. Improve employee recruitment and retention;
- 15 6. Effectively continue business as a part of a disaster recovery or emergency plan;
- 16 7. Address District’s facilities/physical space limitations;
- 17 8. Enhance the District’s Diversity, Equity, Inclusion, & Access (DEIA) efforts to recruit
18 and retain a diverse workforce (see [AP 3420 Equal Employment Opportunity](#) and the
19 [District’s Equal Employment Opportunity Plan](#)).

20 Managers and employees must understand that adherence to the policy and procedures
21 is essential to the success of the Telecommuting/Remote Work program.

22 **I. PURPOSE**

23 The Cerritos Community College District (“District”) encourages workplace
24 flexibilities to better support students, employees, and District operations. The
25 District recognizes the benefits of flexible work options for the campus
26 community.

27 The District’s Telecommuting/Remote Work program is a separate and
28 independent process from the ADA/Medical Accommodation process. All
29 ADA/Medical accommodation requests must be referred to Human Resources.

30 **II. DEFINITIONS**

31 **Telecommuting** is the practice of working from alternative work location with the
32 use of technology, such as the internet, email, and telephone. Employees who
33 telecommute live within a reasonable distance from campus.

34 **Remote work** is the practice of working remotely from a location other than
35 campus. Employees who work remotely may or may not live near campus.

36 The following sections in this policy outline the eligibility and responsibilities
37 associated with each type of work schedule as defined above.

38 **III. TELECOMMUTING**

39 **a. Telecommuting Eligibility**

40 Telecommuting assignments are not suitable for all positions, assignments, and
41 classifications which require an on-campus presence are due to the safety,
42 security, and facility operations of the college, and are at the discretion of the
43 supervisor to identify based on operational need. Telecommuting will not be
44 offered when doing so would impact the applicable unit's ability to meet
45 demand for on-campus services to address the College's mission. All
46 permanent Management, Confidential, and Classified District employees
47 in positions where one or more essential job functions may be performed
48 remotely are eligible for a Telecommuting assignment, pending approval as
49 outlined below.

50 **General Telecommuting Eligibility Requirements**

- 51 1. The employee and appropriate immediate manager meet to discuss
52 position suitability and operational need, and the immediate manager
53 has deemed the telecommuting work assignment appropriate.
- 54 2. Employees cannot be on a performance improvement plan within the
55 last year.
- 56 3. Employees must take their applicable breaks and lunches as scheduled
57 (consistent with provisions of state law and the Collective Bargaining
58 Agreement [CBA]) and continue to report absences and vacation time
59 in a workday.
- 60 4. Changes in hours due to a telecommuting assignment must be reported
61 in accordance with applicable CBA.
- 62 5. Employees residing outside of California may be eligible for
63 telecommuting, however, current District payroll systems do not support
64 tax jurisdictions outside of California.
- 65 6. Employees must sign the Telecommuting Agreement.

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67 Management, Confidential, and Classified District employees are eligible to
68 request telecommuting assignments pursuant to this procedure, with a
69 maximum of up to one (1) day per work week. A denial decision by the
70 appropriate Vice President or President/Superintendent is final.

71 **b. Telecommuting Assignment Options**

- 72 1. Ad Hoc: a short-term telecommuting assignment with a specified end date
73 at the request of the employee and with the prior written approval by the
74 appropriate manager.

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76 Ad Hoc telecommute assignments shall not be used as a substitute for
77 utilizing leave balances. Employees who are feeling ill should utilize their

78 appropriate leave balances.

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80 2. Fixed: a set, reoccurring schedule of telecommuting and onsite work
81 assignments at the request of the employee with prior written approval by
82 the appropriate manager.

83 All employees, as outlined under "Eligibility" above, may request an Ad Hoc
84 or Fixed telecommuting assignment. Employees may not be assigned a
85 telecommuting assignment without their consent unless the assignment is
86 necessary for continuity of operations during an emergency. Requests for
87 telecommuting due to public health concerns should be addressed with the
88 immediate manager.

89 The decision to approve or deny of a Telecommuting assignment shall be at
90 the sole discretion of the District.

91 **c. Employee Responsibilities**

92 Employees must be working and available for regular communication with
93 managers, coworkers, and individuals served in the performance of their job
94 while telecommuting. Regular communication may include telephone, email,
95 video conferencing, and other readily available forms of communication. The
96 appropriate manager may assign acceptable communication methods and
97 expectations for timely response as long as they are consistent with onsite
98 work expectations and standard business practices. Acceptable
99 communication methods and expectations shall be clearly communicated to
100 the employee.

101 Employees must maintain substantially similar overall work performance
102 while telecommuting and the overall level of performance must meet
103 expected onsite work performance standards.

104 Employees must complete a safety and ergonomic checklist attesting that
105 their telecommuting location is safe and that they have appropriate
106 equipment. Employees assume the duty to secure District equipment.

107 Employees must maintain the confidentiality and privacy of documents,
108 communications, data, and any other information used while telecommuting.
109 The District will provide training as needed for the employee to effectively
110 maintain confidentiality and privacy.

111 Employees must comply with District Information Technology policies and
112 procedures, including appropriate use of District equipment, timely and
113 routine software and firmware updates, and other protocols to protect the
114 integrity and operations of the District's Information Technology resources.

115 Employees must comply with all District policies/procedures, and applicable
116 laws, and CBA. Telecommuting is not a substitute for utilizing leave **balances**.

117 **d. Supervisors Responsibilities**

118 Supervisors must provide timely support, feedback, and direction for
119 employees telecommuting in a substantially similar manner to employees
120 working onsite. Supervisors shall provide employees with equitable access to
121 participate in all job required activities, including but not limited to
122 department/division meetings and trainings. Supervisors must be available
123 through regular communication methods during their work hours, with clear
124 expectations for responses to employees' communications.

125 Supervisors must proactively monitor employee performance, provide
126 support and feedback, and ensure services and operations are not negatively
127 impacted by Telecommuting Assignments. Supervisors must manage
128 coverage and availability of services to ensure students, other District
129 employees, and/or the general public receive timely and adequate service.

130 Supervisors must ensure employees have completed all eligibility
131 requirements listed in section II.a to participate in telecommuting and
132 maintain eligibility. Supervisors shall promptly notify the Office of Human
133 Resources and the employee when the employee's Telecommuting
134 Assignment changes.

135 Supervisors must complete training on managing Telecommuting
136 Assignments successfully and maintain substantially similar performance in
137 their managerial duties.

138 Supervisors must ensure employees on a Telecommuting Assignment
139 comply with all confidentiality and privacy requirements and IT Information
140 Technology policies and requirements.

141 Supervisors shall endeavor to provide equitable Telecommuting Assignment
142 opportunities to all employees under their supervision.

143 **e. Telecommuting Assignments Expenses**

144 Employees participate in this Telecommuting Assignment program voluntarily
145 and are responsible for any costs incurred to work at an alternate workplace.
146 Such non-reimbursable expenses include but are not limited to utilities,
147 internet service, phone service, purchase of office equipment or furniture,
148 home improvements, any construction, and any alterations to real or personal
149 property. The District must provide equipment employees are required to use
150 to perform their job (laptop, headset, web cam and soft phone). Employees
151 must request equipment and supplies necessary to perform their job from their
152 supervisors. Employees that purchase and use any equipment and/or
153 supplies will not be reimbursed.

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f. Telecommuting Assignment Considerations

Telecommuting Assignments are assessed based on the essential job functions and employee performance. The following elements must be considered before a Telecommuting Assignment is approved:

1. Job Knowledge: The employee has adequate job knowledge to perform their core functions without close supervision or regular input from their manager and coworkers that would impede the efficiency of working remotely.
2. Employee Characteristics: The employee's past performance demonstrates the necessary work quality, consistency, responsibility, accountability, and self- direction for successful Telecommuting Work.
3. Task, Assignment, and Projects: The employee's core work responsibilities can be assigned, performed, completed, and managed away from the office.
4. Student/Employee/Public Contact: The employee's routine interpersonal interactions can be conducted remotely without reducing the effectiveness, efficiency, or equity of services provided.
5. Reference Materials: The employee has access to necessary information, guides, manuals, and similar resources and materials necessary to perform their work remotely.
6. Technology Resources: The employee has adequate technology resources to perform work remotely (e.g. high-speed internet, monitors, etc.).
7. Special Equipment: The employee's routine work assignments does not require any special equipment requiring them to be onsite to complete core tasks.
8. Information Security: The District provides adequate security of confidential and private information stored and transmitted through internet technologies and the employee provides adequate security of information possessed, viewed, and used while working remotely.
9. Travel: The employee must be able to meet travel needs while working remotely.

When practicable, providing virtual participation opportunities at in-person District meetings and events is strongly encouraged to accommodate all employee work schedule types.

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g. Telecommuting Assignment Termination

Pursuant to Board Policy 7280, The Telecommuting/Remote Work Program is discretionary and can be discontinued at any time by the President/Superintendent. If the Telecommuting/Remote Work Program is modified or the employee's offsite working location or environment changes, the employee is responsible for immediately informing their manager and a new Telecommuting/Remote Work Agreement may be required. In

196 extenuating circumstances and in order to maintain department operations,
197 a scheduled telecommuting day may be adjusted at the request of the
198 supervisor or the appropriate Vice President. District may require employees
199 to report to work onsite immediately during an emergency as directed by the
200 President/Superintendent or Vice President.

201 Employees may request to end a telecommuting assignment and return to
202 onsite work at any time.

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204 Supervisors may cancel an employee's Telecommuting Agreement with five
205 (5) calendar days' notice based on performance concerns and/or not abiding
206 by the Telecommuting Agreement. The appropriate Vice President may
207 cancel an employee's Telecommuting Agreement based on a validated
208 conduct issue with 24 hours' notice, excluding weekends and holidays.
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210 See the Collective Bargaining Agreements (CBAs)/Handbooks for applicable
211 employee groups. If there is any conflict between this procedure and the
212 applicable CBAs, the CBA provisions shall prevail.

213 **III. REMOTE WORK**

214 Remote Work assignments permit employees to work 100% of their work
215 schedule at an alternate, remote worksite. Positions deemed to be remote
216 assignments shall be pre-determined as a result of a recommendation made by
217 a Vice President with approval from the President/Superintendent. Positions that
218 are deemed 100% remote shall be specialized, hard to fill positions which have
219 shifted to be fully remote in multiple industries. By offering remote work for such
220 positions, the District can remain competitive in filling specialized positions,
221 expand the applicant pool outside the state of California, and identify the most
222 qualified applicants while otherwise removing barriers to accessible employment.

223 A Remote Work assignment for a temporary, short-term, substitute, or other non-
224 permanent employee must be approved by the appropriate Vice President and
225 the President/Superintendent.

226 Current on-campus assignments cannot be changed to fully remote assignments
227 at the request of the employee. Positions deemed to be on-campus assignments
228 can only be changed to fully remote positions to support business operations as
229 the result of a recommendation made by the appropriate Vice President with
230 approval from the President/Superintendent.

231 Office of Primary Responsibility: President/Superintendent

Date Adopted: November 28, 2022

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