INTRODUCTION

Granite State College (GSC) supports flexible work options (FWO) when they meet the needs of both the department and the individual. These guidelines generally apply to benefited GSC employees. Employees who participate in a flexible work option and who typically are expected to be on a campus but have been approved to telework, must have an approved Flexible Work Option Agreement on file with HR. The FWO may be reviewed and/or revoked by management at any time. The FWO will be reviewed at 6 months and annually thereafter.

DEFINITIONS

**Teleworking** is defined as work that allows for the job to be performed off-site, on a regular, recurring basis, usually at the worker’s home. Employees are teleworking anytime they are not working at a College provided work site or location. Teleworking is not intended for temporary work at home due to special conditions such as providing dependent care, recovering from an illness, or caring for an ill family member.

**Home work site** is defined as the employee's home, utilizing furniture and equipment normally provided by the teleworker.

**Satellite work location** is defined as a work site that is not located at a College operational facility. Satellite work is not intended to occur in temporary locations such as hotels, restaurants, or other public accommodations or spaces.

**Flexible worktime** is defined as a schedule that differs from a uniformly distributed workweek. Flextime arrangements do not reduce the number of hours or total effort worked in a given week by an employee, nor does it change where the work is performed.

GUIDELINES

GSC establishes the following guidelines to ensure an effective and productive teleworking/flexible worktime program:

A. General

1. Professionalism in terms of job responsibilities, interaction with colleagues, protection of confidential information, will continue to follow the same high standards as are currently expected of GSC employees at their onsite work locations. Business visits, meetings with customers or students, or regularly-scheduled meetings with co-workers shall not be held at the home worksite nor will normally-scheduled meetings be changed to accommodate the teleworker or flex-time worker.

2. The employee’s duties, obligations, and responsibilities remain unchanged under a Flexible Work Option Agreement. The employee will meet or communicate with his/her supervisor to receive assignments, review work progress, and complete work as often as the supervisor determines to be necessary.
Flexible Work Options (FWO) Guidelines

3. A current and updated position description will be reviewed with the supervisor prior to approval for a Flexible Work Option arrangement.

4. In order to be eligible for an FWO, an employee must be self-motivated, and have demonstrated appropriate productivity and efficient use of work time. In addition, the employee’s most recent performance review needs to be fully satisfactory or above.

5. The work of the telecommuter must be of a nature in which face-to-face interaction is minimal or may be scheduled to permit teleworking or flextime working.

6. FWO’s are not suitable for all employees and/or positions. Any employee who would like to telework or flex their time must discuss the request with their supervisor. The employee’s supervisor will make the final decision in consultation with the Division’s VP and Human Resources.

7. Participation in GSC’s FWO program is entirely voluntary. A supervisor may not require an employee to telework or flex their time. No employee has the right to telework or flex their hours. GSC expects supervisors to consider employee requests for FWO. The employee, supervisor, or Dean/VP may terminate the telework or flextime arrangement at any time.

8. The employee’s salary, benefits, workers’ compensation, and other employer insurance shall not change due to teleworking, and normal GSC protocol for reimbursement for travel expenses apply. [https://www.granite.edu/current-students/for-staff-faculty/financial-operations/](https://www.granite.edu/current-students/for-staff-faculty/financial-operations/)

9. The employee must obtain supervisory approval before taking leave in accordance with College and USNH policy.

10. The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is teleworking. The supervisor and employee will meet at pre-determined intervals to review the employee’s work performance.

11. Teleworking is not a substitute for dependent care. Teleworkers are required to make arrangements for dependent care during the agreed-upon work hours.

12. Teleworking employees shall not perform personal business or activities during agreed-upon work hours. Teleworking individuals also should not perform paid or volunteer work for other employers or on behalf of any other non-GSC entity during teleworking hours, except as allowable (for voluntary work only) under other institutional policies or as approved as part of the individual’s work plan.

13. While teleworking the employee must be reachable and participate via phone, network access (Zoom, Teams, IM, or other similar tools), or email during agreed-upon work hours. If using a network access platform with video capability, the video camera should be turned on to allow for more effective participation with other staff members. The employee and supervisor will agree on how to handle work-related telephone messages.

14. All teleworkers and their supervisors must comply with USNH teleworking policies. A copy of the Flexible Work Option Agreement Form will be retained in the employee’s official personnel file.

15. The FWO Agreement Form must be completed by the employee, their supervisor, the Chief Technology Officer, and approved by the VP in consultation with HR.
16. Teleworkers are advised to contact their insurance agent and tax consultant for information regarding the telework site and coverage for equipment that is damaged, destroyed, or stolen.

B. Work Site for Teleworking

1. Any work site that is not a part of an established GSC location or facility is considered a satellite work location and requires an approved Flexible Work Option Agreement. Admissions recruiting, field-based supervision, clinical observations and site visits that are a part of an employee’s regular responsibilities should not be considered telework and should not require an approved Flexible Work Option Agreement.

2. A designated workspace shall be maintained by the employee that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation. Please review the Telework Safety Checklist and inform the Director of Facilities/Safety if you have any concerns.

3. Teleworkers are responsible for adherence to workplace policies, such as those for security of campus information and equipment used to access that information, harassment, conflict of interest, alcohol and drug use, safety and confidentiality. They are covered by the institution’s professional liability insurance and Worker’s Compensation when working in their home work space but are responsible for the correct ergonomics of their work space. In the case of injury occurring during teleworking hours the employee shall immediately report the injury to their supervisor and Human Resources. Any taxes and any legal obligations associated with working at home are the staff member’s responsibility.

4. The College will not be responsible nor reimburse for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee’s residence.

5. The College is not liable nor will reimburse for damages to the employee’s property that may result from participating in the teleworking program.

6. A consistent schedule of teleworking days and hours is desirable to ensure regular and predictable contact with GSC staff and others; for some positions, more flexibility in work hours and days is feasible. A specific work schedule will be stated in the Flexible Work Option Agreement. Exceptions will be made when an employee’s presence is required for a function or activity that cannot reasonably be rescheduled.

7. A non-exempt employee shall not work overtime without prior supervisory approval. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws and policies. The employee understands that failure to obtain prior approval for overtime work may result in discontinuance of teleworking and other appropriate disciplinary action.
C. Supplies, Equipment, and Software Usage

1. Supply needs must be authorized by the employee’s supervisor. Out of pocket expenses for supplies will be reimbursed, if authorized, prior to purchase. GSC will not provide worksite furniture.

2. The need for specialized material or equipment must be either minimal or flexible.

3. The teleworker will utilize a college owned computer and software.

4. The teleworker will provide internet access and use the VPN to access the GSC network.

5. College-owned equipment or software may not be used for personal purposes.

6. Employee agrees to not duplicate College-owned software and abide by licensing regulations and restrictions for all software under license to GSC.

7. A computer used for College business must be plugged into a surge protector.

8. Restricted access materials shall not be removed from the GSC on-site work location or accessed through the computer unless approved in advance by the supervisor and the appropriate IT representative.

9. GSC is not responsible for loss, damage, or wear of employee owned equipment utilized as a result of the Flexible Work Option Agreement.

10. The employee shall promptly notify their supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or work location that may necessitate termination of the Flexible Work Option Agreement.

11. GSC may pursue recovery from the employee for GSC property that is damaged, destroyed, or stolen while in the employee’s care, custody, or control.

D. Security

1. The employee will protect College information from unauthorized disclosure or damage and will comply with federal, state, and college rules, policies, and procedures regarding disclosure of public and official records. Work done at the employee’s teleworking site is regarded as official College business. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the College. Release or destruction of records should be done only in accordance with the statute and College policy and procedure, and with the knowledge of the employee’s supervisor.
Electronic/computer files are considered College records and shall be protected as such.

2. The employee shall surrender all College owned equipment, data, and/or documents immediately upon request.