

College of Humanities and Social Sciences Telecommuting Policies and Procedures

HR definition of telecommuting-a work arrangement in which some or all of the work is performed at an alternate work site such as the home, where the work and location are conducive to telecommuting.

CHSS Telework Policies

- Telecommuting arrangements are determined by the job being performed and the needs of the department.
- Telecommuting arrangements must be approved by the Direct Supervisor, Department Head (if applicable) and HR.
- Some positions may not be suitable for telecommuting.
- Employees need to have established a remote infrastructure allowing them remote access to the KSU desktop to perform necessary tasks.
- Employees must have at least one year of service and receive an overall rating of Meets Expectations or better on their Performance Evaluation.
- If at anytime the arrangement is no longer suitable telecommuting will cease until further notice.
- Telecommuting privileges are not guaranteed.
- Once the telecommuting has been approved staff members will be expected to answer phone calls and/or emails in a reasonable time frame of one hour or less.
- Employees must email the direct supervisor to check-in when telecommuting.
- At least one day prior to telecommuting employees must share what tasks they will complete during the day.
- Employees should always be prepared to come into the office if necessary on short notice.
- **This alternate work schedule does not supersede the standard expected work schedule.**

CHSS Telework Procedures

- Initial requests for regular telecommuting arrangements need to be submitted to the Direct Supervisor using the Human Resources form two weeks prior to the first telecommute working day.
- The form can be found at http://hr.kennesaw.edu/forms/docs/Alternative_Work_Schedule_Proposal_and_Agreement2.pdf