

NUMBER: ADM-17.09

TITLE: TELECOMMUTING

ISSUE DATE: April 23, 2018

RESPONSIBLE AUTHORITY: DIVISION OF HUMAN RESOURCES

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: NONE-NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: 16-128

ACA/CAC STANDARDS:

STATE/FEDERAL STATUTES:

PURPOSE: To establish guidelines for telecommuting by South Carolina Department of Corrections (SCDC) employees.

POLICY STATEMENT:

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1. TELECOMMUTING OVERVIEW:

1.1 Telecommuting is a management option, not a universal employee benefit or right. It is the Agency's option to allow an employee to telecommute. The Agency can terminate the Telecommuting Agreement (SCDC Form 16-128) at any time.

1.2 Prior to telecommuting, SCDC Form 16-128, "Telecommuting Agreement," must be completed and approved as discussed below in sections 3 and 4.

1.3 Telecommuting may account for all or part of an employee's work hours. Telecommuting employees may be directed to report to their official work location on a scheduled or as-needed basis.

2. EMPLOYEE ELIGIBILITY:

2.1 Full and part-time employees may telecommute. Permanent and temporary employees may telecommute.

2.2 Probationary employees may not telecommute.

2.2.1 This section can be waived by agreement of the employees Division Director or designee, Deputy Director or designee, the Division Director of Human Resources or designee, and the Deputy Director of Administration or designee.

3. TELECOMMUTING AGREEMENT APPROVAL PROCESS:

3.1 An employee's supervisor will make the initial determination regarding employee appropriateness for telecommuting.

3.1.1 The employee's supervisor will review the following when making this determination. Where the employee is seeking to telecommute because of an emergency, it will be the employee's responsibility to provide these records to his/her supervisor:

3.1.1.1 A current position description for the employee's position;

3.1.1.2 The employee's most recent evaluation;

3.1.1.3 Any corrective action against the employee within the past three (3) years; and

3.1.1.4 If the telecommuting is being proposed in response to an employee's emergency, a statement from that employee regarding the accommodations sought and the nature of the emergency. This statement will be accompanied by any existing supporting documentation.

3.2 If the employee's supervisor feels the employee is appropriate for telecommuting, he/she will complete SCDC Form 16-128, "Telecommuting Agreement." This agreement must be completed and approved before the employee can begin telecommuting.

3.3 In addition to being completed and approved by the employees supervisor, the agreement must also be approved by the appropriate Division Director or designee, the appropriate Deputy Director or designee, the Division Director of Human Resources or designee, and the Deputy Director of Administration or designee. Once all necessary approvals have been received, the employees immediate supervisor will notify the employee.

3.4 Once the required approvals have been completed, the employee must meet with his/her immediate supervisor to review and sign SCDC Form 16-128, "Telecommuting Agreement." Telecommuting

Agreements will be reviewed at least once annually.

4. TERMINATION OF A TELECOMMUTING AGREEMENT:

4.1 SCDC Form 16-128, "Telecommuting Agreement," can be terminated at any time for any reason by the Agency Director or designee or by those whose approval was required for the agreement.

5. TELECOMMUTING AGREEMENT CONTENTS:

5.1 Designating the Alternate Work Space(s) SCDC Form 16-128, "Telecommuting Agreement," will designate all alternate work spaces to be utilized by the employee. Only those spaces will be utilized by the employee for telecommuting.

5.1.1 An employee's home will only be approved as an alternate work space temporarily in emergency situations. SCDC employees will not telecommute from home as a regular practice.

5.2 Equipment SCDC Form 16-128, "Telecommuting Agreement," will identify any equipment to be used by the employee to telecommute. Employees will use state-issued equipment only, including any equipment such as thumb drives used to transport records from one place of work to another. Personal equipment, such as a personal phone or computer, will not be used for telecommuting.

5.3 Hours of Work and Time Reporting SCDC Form 16-128, "Telecommuting Agreement," will specify the employee's normal hours of work, including what portion will be completed via telecommuting. The agreement will also indicate how employees will account for their work time.

5.4 Supporting Documentation - All documentation reviewed by the employee's supervisor in accordance with section 3.1 above will be attached to and maintained with the agreement.

6. SECURITY OF STATE-OWNED EQUIPMENT AND RECORDS: Employees telecommuting will be responsible for the security of state-owned equipment and records. He/she will take all necessary and reasonable steps to ensure security, which includes but is not limited to: (1) ensuring that only the employee has access to SCDC equipment and records by storing these in a secure location; (2) logging off of SCDC systems when not in use; and (3) refraining from writing down or sharing passwords.

7. DEFINITIONS:

Telecommuting Telecommuting is a work arrangement in which an employee may perform their normal duties and responsibilities of their position, through the use of computers or other telecommunication equipment at an alternate work location such as at home or in the field.

Official Work Location The work location designated as the employee's official work location in his/her Telecommuting Agreement. Generally, this will be their SCDC office or the office space occupied by the division for which they work if the employee does not have office space on SCDC property.

Alternate Work Location Any location other than the employees official work location in which the employee performs the duties and responsibilities of their position. Approved alternate work locations will be documented in the employees telecommuting agreement.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.