



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Temporary Telecommuting</b>	
<b>Page 1 of 2</b>	<b>Implementing Procedure For Policy # 6.00</b>
<b>Date Approved: 3/24/20</b>	<b>Division: General</b>

Telecommuting refers to a workplace arrangement where assigned work is performed away from the employer’s regular place of business. Telecommuting assignments may be created when it is determined that it would be in the best interest of the College for an employee to perform assigned work in a location other than a College facility or place where the College performs contract work, and where in-person supervision will not be provided on a regular basis. The College will be operating under a temporary telecommuting protocol. During this time, employees who are working under the temporary telecommuting assignment (“Assignment”) will adhere to the following procedure:

1. The supervisor shall review and discuss the expectations under this Assignment with the employee to include performance expectations, procedures for monitoring work activities, required work schedules and a schedule of deliverables.
2. Overtime, as defined in CF Work Week Policy 6.17 and Administrative Procedure “Requesting Overtime”, is not approved and shall not be worked.
3. An employee is expected to take all reasonable precautions to safeguard any and all College equipment, records or any other College materials while under this Assignment.
4. Telecommuting cannot be substituted for leave. An employee must follow the leave and attendance policies and procedures as outlined if they are unable to fulfill the performance expectations under the Assignment.
5. The employee is responsible for complying with all College policies and procedures including those pertaining to outside employment. The employee shall not engage in any outside employment activities during the assigned time worked for telecommuting. Failure to comply with College policy and procedures can result in disciplinary action.
6. Workers Compensation: Employees are covered under the Worker's Compensation Law if injured in the course of performing official duties at the home work site. Employees must maintain a safe and appropriate workspace. Employees must immediately notify their supervisor in the event of an on-the-job injury. CF assumes no liability for injury at the remote work site to any other person who would not be in the work area if the duties were being performed at the employee’s official work location.

- 7. CF will not be liable for damages to the employee’s property that results from participation in the telecommuting program.
  
- 8. CF will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) whatsoever, associated with the use of my residence as a telecommuting location.
  
- 9. The supervisor is responsible for monitoring the employee and ensuring that expectations under the Assignment are met.
  
- 10. It is understood that this Assignment is temporary and that the College reserves the right to end the Agreement at any time for any reason.

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Vice President,

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Date

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Approved by President

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Date