

Pennsylvania College of Technology

Procedure Statement

Title: Telecommuting (Formerly Short-term Telecommuting Work Arrangement)

Number: PR3.03.38

Approved by:
Presidential Action

Approved Date: 04/2019
Implementation Date: 04/2019
Last Review Date: 07/2021
Last Revision Date: 07/2021

Persons/Departments Affected:
Administrative, Professional & Technical Staff

Responsible Department:
Human Resources

Definitions:

Telecommuter – An APT employee (Non-faculty) of the College who has been approved for an alternate work arrangement, other than work from the primary office on campus.

Short-term Telecommuting Work Arrangement – A period of time ranging from one (1) day to two (2) weeks in length that allows an employee to work at home or elsewhere for part or all of their regular work schedule, and is considered for full- or part-time staff, who are classified as APT exempt or non-exempt (overtime eligible).

Long-term Telecommuting Hybrid-Work Arrangement – An established work arrangement that allows an employee to work at home or elsewhere for up to four (4) days per work week of their regular work schedule, with a minimum of one (1) day per week on campus, and is considered for full-time APT exempt level staff. Long-term arrangements will not be approved for part-time or non-exempt (overtime eligible) level staff.

Procedure:

I. Short-term Telecommuting Work Arrangement

- A. An employee requesting a short-term telecommuting work arrangement requires the prior approval of their supervisor and a

higher-level supervisor (Director-level or above). Similarly, when a supervisor would like to offer a telecommuting work arrangement to an employee, it requires that the employee agree to telecommute.

- B. The request and approval process for short-term telecommuting work arrangements is informal and can take place through e-mail, conversation, or in writing.

II. Long-term Telecommuting Hybrid-Work Arrangement

- A. An employee requesting a long-term telecommuting hybrid-work arrangement requires the prior approval of their supervisor, a higher-level supervisor (Director-level or above), the area senior administrator, and the senior administrator in Human Resources. Similarly, when a supervisor would like to offer a telecommuting work arrangement to an employee, it requires that the employee agree to telecommute.
- B. The supervisor and employee will decide on what work modality makes the most sense for their position, including the number of days per week approved for telecommuting and on-campus. Then they will need to sign a written agreement before proceeding: [Telecommuting Plan and Agreement Form](#).
- C. Long-term telecommuting hybrid-work arrangements will be approved for the maximum period of one year at a time. A Telecommuting Plan is required to be reviewed annually, to determine if the arrangement should continue. Completion of a new [Telecommuting Plan and Agreement Form](#) is necessary at the conclusion and re-implementation of a plan period.
- D. Once all approvals have been obtained, the Office of Human Resources will share the approved Form with the employee and the approvers, submit a help desk ticket to inform Information Technology Services, and a copy will be maintained in the employee's personnel file.
- E. Information Technology Services will review the Telecommuter's access to and use of sensitive or restricted data and/or systems and determine whether security training specific to remote work will be

assigned. When assigned, completion of training is required prior to the start of long-term telecommuting hybrid-work arrangement.

Revision History:

07/2021: Addition of long-term telecommuting hybrid-work arrangements, additional guidelines provided, and implementation of a Form.

Cross References:

Short-term Telecommuting Work Arrangement, [P3.03.38](#)