



Remote Work Program



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Grayson College Remote Work Policy

Policy Objective

Remote work, herein referred to as “telework” as defined by state statute, allows eligible employees to perform their duties from an approved alternative location, such as a home office or satellite location, for all or part of their workweek.

Grayson College authorizes telework solely under the specific conditions and for the types of positions permitted by state law, including Texas Education Code Section 61.057 and other applicable statutes. Telework is not an entitlement, nor is it a college-wide benefit. It does not alter the terms and conditions of employment with Grayson College. Any decision to allow an employee to telework shall strictly adhere to state law and remains at the sole discretion of Grayson College.

Telework Principles and Ground Rules

- **Eligibility is Statutory:** Formal telework arrangements are permitted only for positions and under circumstances explicitly allowed by Texas Education Code Section 61.057 and related statutes. This includes:
 - **Faculty Members:**
 - Engaged in distance education,
 - Teaching dual credit courses,
 - Performing temporary research duties, or
 - Providing telehealth services.
 - **Staff and Other Non-Faculty Positions:**
 - The position **does not require the employee’s day-to-day physical presence** at the institution or in-person interaction with students, administration, or other employees.
 - The employee’s telework will **enhance the efficiency and effectiveness** of the employee’s performance or the college’s operations.
 - The employee’s telework will **reduce the amount of office space** necessary for the college’s operations.
 - The employee’s telework will allow the college to **continue operating during a catastrophe** as declared by the college or the governor.
 - The employee’s telework will allow the college to **provide reasonable accommodations** for an employee with a disability in compliance with federal or state law.
 - The telework is for a **temporary period** as determined by the college, which may not exceed six months.
 - The telework is for the purpose of **allowing a campus police officer** to reside in a county contiguous to the county in which the campus is located.

- **Advisory Nature of Suitability Criteria:** While a role's suitability for telework (e.g., clearly defined tasks, measurable activities, need for concentration) remains a factor in management's assessment, it must also align with the specific statutory eligibility criteria. Performance will be measured by results, not location.
 - **Cooperative Arrangement, Not Entitlement:** Telework is a cooperative management arrangement between supervisor and employee, based on statutory eligibility and the needs of the role, department, and college. The employee's performance record and length of time in the role are also considered.
 - **Agreement Required:** Each telework arrangement must be jointly agreed upon by the supervisor and employee through a formal Telework Agreement.
 - **Termination of Telework:** Telework arrangements may be terminated at any time by the college, subject to the terms of the Telework Agreement and applicable law.
 - **Supervisor Responsibility:** Supervisors are responsible for compliance with this policy and for ensuring all teleworkers have signed Telework Agreements.
 - **Equipment:** College-provided equipment for telework is not an entitlement. Equipment needs will vary by job.
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Teleworking Guidelines

- **Terms of Employment Unchanged:** Telework salaries, job responsibilities, benefits, and college-sponsored insurance coverage do not change as a result of a telework arrangement.
- **Scheduled Work Hours:** Teleworkers must maintain regularly scheduled work hours agreed upon with their supervisors.
- **Accessibility:** Teleworkers must be as accessible as their on-site counterparts during their agreed-upon regular business hours. This includes access to a phone and agreement with supervisors on accessibility methods (e.g., voicemail greetings, email response times).
- **Designated Workspace:** Teleworkers working from home must have a designated workspace agreed upon by the college and maintained by the employee. This workspace is subject to supervisor visits with at least 48 hours' notice to ensure safe working conditions exist. Teleworkers are generally responsible for initial setup costs (e.g., furniture), but will receive a stipend for an ergonomically proper desk chair.
- **Information Security:** Teleworkers must take all necessary precautions to secure proprietary information and prevent unauthorized access to college systems, adhering to the same security requirements as on-site workers.
- **College-Provided Equipment:** The college may, at its discretion and based on business need, provide telework equipment (e.g., computer, printer) as agreed

upon between the supervisor and employee. This equipment remains the property of the college. The college assumes no liability for loss, damage, or wear of employee-owned equipment.

- **Tax Implications:** Teleworker tax implications related to home workspace are the employee's responsibility. Employees should consult a tax advisor.
- **Personal Responsibilities:** Teleworkers must manage dependent care and personal responsibilities in a way that allows them to successfully meet job requirements.
- **Performance Metrics:** Teleworkers and supervisors will jointly sign a Telework Agreement that identifies specific goals, completion dates, and measurements for work performed, ensuring tasks are completed with the same quality and timeliness as on-site work.
- **Misuse of Resources:** Misuse of college time and/or college-provided equipment will be grounds for terminating the telework agreement, reprimand, and may include termination of employment.
- **On-Campus Workspace:** A teleworker may not maintain an on-campus workspace if teleworking 50% or more of their time, unless approved by an appropriate executive administrator.

Selection Considerations

Each telework arrangement must be agreed upon by the supervisor and the College, strictly adhering to the statutory eligibility criteria. Considerations include:

- **The characteristics of the job:** This must align with the statutory definitions (e.g., does not require day-to-day physical presence for non-faculty).
- **The characteristics of the teleworker:** The employee must meet performance expectations and demonstrate self-discipline.
- **The characteristics of the supervisor:** The supervisor must be able to manage a teleworking arrangement effectively.

Selection Disputes: In case of disagreement between a supervisor and a prospective teleworker regarding a telework request, either party may submit the request to the appropriate executive administrator for final determination, ensuring compliance with state law.

Job Characteristics for Statutory Telework Eligibility

Jobs suitable for telework under state law for **non-faculty positions** must specifically meet the criterion that they do not require the employee's day-to-day physical presence at the institution or in-person interactions with students, administration, or other employees.

Beyond this statutory requirement, such roles are often characterized by:

- Tasks requiring concentration and/or large blocks of time when the employee works independently of others.
 - Clearly defined tasks and deliverables with measurable work activities.
 - Objectives with identifiable timeframes and checkpoints.
 - Minimal requirements for specialized on-campus equipment.
 - Ability to be performed without close supervision.
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Teleworker Characteristics

Individuals requesting formal telework arrangements for non-faculty positions must meet the statutory criteria and typically be employed with Grayson College for a minimum of 6 months of continuous, regular employment with a satisfactory performance record. Any exceptions must be approved on a case-by-case basis by an executive administrator.

Effective teleworkers are strong performers with high job knowledge who are self-disciplined, highly motivated, and comfortable working independently. Telework is generally not suitable for employees who are marginal performers or are still learning their job.

Recommended traits include:

- Proven ability to perform and high job knowledge.
 - Self-motivation, self-discipline, self-direction.
 - A desire to telework.
 - Above-average self-direction skills (e.g., good planning and organization, efficient time management, strong communication, ability to establish and meet clear standards and objectives).
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Managing Supervisor Characteristics

Critical to the success of a telework arrangement is the managing supervisor's role. Effective telework supervisors typically possess:

- An open, positive attitude toward telework, consistent with statutory guidelines.
 - Mutual trust and respect in ongoing relations with the teleworker.
 - Above-average organizational and planning skills.
 - Ability to establish clear objectives and measurements (evaluate results).
 - Provides regular feedback.
 - Facilitates open communication and communicates clearly.
 - An innovative and flexible approach to managing subordinates.
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Equipment Considerations

Equipment needs for teleworkers will vary depending on the job. The college will determine the need for telework equipment on a case-by-case basis. In most cases, the college will provide necessary telework equipment.

Additional guidelines for home equipment and network services:

- The college, at its sole discretion, may provide equipment and supplies or permit use of employee-owned equipment subject to college rules.
 - Decisions regarding electronic hardware, systems access, and data rest entirely with the college, in conjunction with IT advisors.
 - Use of college-provided equipment, software, data, and supplies is limited to authorized persons and college business purposes.
 - Employees must return all college-owned equipment and supplies if the job assignment no longer requires in-home services, if abuse is discovered, or upon termination of employment.
 - Employees must designate an appropriate workspace for college-provided equipment.
 - Approved teleworkers may take a reasonable number of office supplies home.
 - The college will provide a stipend for an appropriate ergonomic office chair as allowed and approved by departmental budget.
 - The college may change any telework conditions at any time and is not liable for employee costs related to home workspace investments.
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Management Guidelines

For teleworkers, performance evaluation should focus on:

1. **Quality of work**
2. **Completion of projects**

This involves managing by objectives and results, rather than direct monitoring of presence.

Timekeeping/Reporting and Liability

- Teleworkers and supervisors must agree upon a schedule of regular work hours. This defines the shift period during which the college has liability for job-related accidents or illnesses and during which worker's compensation laws apply. If not agreed upon, assumed work hours are 8 a.m. to 5 p.m., Monday through Friday.
- Part-time employees follow supervisor guidelines.
- Any change in work hours or location must be reviewed and approved by the supervisor in advance.

Overtime: Hourly employees, whether teleworking or on-site, are paid for overtime hours. Remote hourly employees are never permitted to perform work without being clocked in and paid.

Information and Security

The same security requirements for on-site workers apply to teleworkers. Teleworkers are responsible for ensuring such security. Supervisors must ensure teleworkers sign all appropriate confidentiality agreements. Remote/VPN access may require special security measures.

Basic principles include:

- Information is a valuable college asset and must be protected from unauthorized access, use, modification, destruction, or disclosure.
- Employees are accountable for securing information by taking reasonable and prudent measures.
- Information must be protected consistently with business use, in all forms, throughout its life cycle.

Home Environment for Teleworkers

If an employee teleworks regularly, adequate space and a proper home environment are essential. The employee determines the workstation location and is responsible for remodeling and initial setup costs. This helps separate work and home life.

Safety and On-Site Inspections

Employees are responsible for maintaining a safe, hazard-free workspace. The college reserves the right to visit the home workspace with 48 hours' notice for routine inspections, or within a reasonable timeframe if there is a work-related injury. The college is not liable for loss, damage, or wear on employee-owned equipment or furniture. Teleworkers must annually attest to the safety of their workspace.

General Environment Recommendations

Ergonomic considerations for a home office include:

- Noise: Locate workspace away from sources of noise (kitchen, family room).
- Work surface: Glare-free, rounded corners, proper height.
- Monitor display: Screen placed for minimal head/eye movement, especially if used often.
- Visual Accessibility: Clear access to frequently used materials.
- Reach and Position: Materials positioned hierarchically, frequently used items closest.
- Chair: Ergonomic chair for posture, circulation, and energy.
- Lighting: Keep light sources (lamps/windows) out of direct line of sight; minimize glare.

Ad Hoc/Informal Arrangements

- Temporary Telework for Other Positions: Telework for positions not normally approved for ongoing telework may be approved only under specific circumstances, such as:
 - Inclement weather or emergency declarations.
 - Special projects or business travel.
 - These arrangements are temporary and do not imply ongoing continuance.
 - Family/Medical Leave: Informal, short-term arrangements for employees on family or medical leave may be made to the extent practical, with healthcare

- provider consent if appropriate. Human Resources consultation is required, and federal leave programs may apply.
- Case-by-Case Basis: All informal telework arrangements are made on a case-by-case basis, prioritizing the business needs of Grayson College and compliance with state law.

Remote Working Agreement

I have read and understand the attached Remote Working Guidelines, and I agree to the duties, obligations, responsibilities and conditions for remote workers described in the document.

I agree that, among other things, I am responsible for establishing specific remote work hours, furnishing and maintaining my remote workspace in a safe manner, employing appropriate remote work security measures and protecting confidential information and systems. I also have completed the Remote Work Assessment Form.

Employee Signature _____ Date: _____

Remote Work Assessment Form

1. Remote Worker

Employee Name: _____

Employee Job Title and Department: _____

Employee Supervisor: _____

2. Remote Work Location

Address: _____

Phone Number: _____

Description of workspace: _____

3. Remote Work Schedule:

Will employee maintain an on-campus workspace? _____

4. College assets to be used at work location:

Approved by (sign & date):

Department Director

Vice President of IT

Executive Administrator

HR