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](http://hr.kennesaw.edu/forms/docs/Alternative_Work_Schedule_Proposal_and_Agreement2.pdf)