



# Telework Voluntary Flexible Work Arrangement

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# Flexible Work Agreements

- Riverside Community College District now allows workplace flexibility to support students, employees and District Operations
- Eligible employees may now request to voluntarily adjust their work location

# Flexible Work Agreements

- Employees must be available to meet the needs of the campus and the community
- Flexible Work Agreements (FWA's) are not an employee right or entitlement
- FWA's shall not adversely impact others, including students, faculty, management or classified professionals
- FWA's shall not negatively affect the employee's ability to perform their job functions

# Flexible Work Agreements

- FWA's do not change conditions of employment, position expectations or required compliance with District policies and procedures
- FWA's must be cost-neutral to the District (few exceptions)
- FWA's do not pertain to scheduled teaching modalities of faculty (online, hybrid or other distance education formats)

# Flexible Work Agreements

- Not all positions are suitable for a FWA
- This program is not a substitute for meeting personal needs such as child, elder, dependent care or personal emergencies, or any other instances where paid leave is appropriate
- Telework is not intended to allow employees to pursue outside employment, run a business or to engage in personal activities during scheduled work hours

# Flexible Work Agreements

- ADA/Medical accommodation process is a separate and independent process
- Employees seeking ADA/Medical accommodations are required to utilize the ADA/Medical accommodations process
- Telework requests must be approved in writing, in advance
- Requests are considered on a case-by-case basis

# Flexible Work Agreements

- Permanent management, confidential and classified professional employees are eligible to voluntarily request to telework no more than two (2) full days
- These days cannot be split throughout the week, they can only be used as a full day/s

# Flexible Work Agreement

- Employee's immediate supervisor may approve one (1) full telework day per work week
- Request for a second full work day per week requires approval of the appropriate College President, Vice Chancellor, or Chancellor
- Telework beyond two (2) full workdays per week requires the approval of the Chancellor at the recommendation of the Vice Chancellor, Human Resources and Employee Relations

# Flexible Work Arrangement

- Temporary, short-term, substitute, and other non-permanent employees may be eligible to telework when specific job duties allow. Voluntary requests must be approved by the appropriate College President, Vice Chancellor, or Chancellor

# Flexible Work Agreements

- The decision to approve/deny a request is at the sole discretion of the District and is not grievable
- This program is discretionary and can be discontinued or modified at any time by the Chancellor



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# Telework Eligibility

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- Eligible employees may request telework by completing and submitting five items:
  1. Voluntary Telework Agreement
  2. Loan Equipment Inventory Form
  3. Ergonomic Computer Workstation Self-Evaluation Checklist
  4. RCCD Cybersecurity Awareness Training Course
  5. RCCD Ergonomic Training Course

# Initial Approval

- Considerations for initial approval evaluate:
  - Needs and impact to the district and respective area
  - Nature of the employee's job duties
  - Adequate and appropriate workspace at the employee's alternative work location
  - Employee's current and past job performance, attendance and disciplinary record. Employees on a PIP (performance improvement plan) are not eligible
  - Job-related considerations deemed necessary and appropriate, and consistent with business necessities

# Expectations and Responsibilities

## Employee Expectations

- Perform job responsibilities while teleworking
- Maintain similar work on-site work performance standards
- Communicate and/or meet regularly with supervisor via phone, email, video conferencing
- Communicate with coworkers and/or individuals served in the performance of the job
- Maintain confidentiality and comply with applicable laws, policies, procedures, handbooks and CBA's

# Supervisor Expectations

- Ensure employees have completed all requirements
- Provide timely support, feedback and direction
- Be available through regular communication
- Proactively monitor employee performance
- Ensure telework assignment complies with confidentiality and privacy
- Comply with applicable laws, policies, procedures and collective bargaining agreement

# General Provisions & Guidelines

- Participating employees must submit completion of the five required items
- Supervisors must complete sponsored training session within (30) calendar days
- Employee participation is voluntary. Employees are responsible for any costs incurred in teleworking

# General Provisions & Guidelines

- The District will not provide off-site workspace items or be responsible for associated costs of teleworking
- Employees will adhere to BP/AP 2720 Computer and Network use
- The District will not be responsible for any private property that may be used, lost or damaged during telework

# General Provisions & Guidelines

- The District will provide any software required for the employee to perform their work duties
- Employees are responsible for loaned equipment
- Work performed on behalf of the District while teleworking is considered official District business

# General Provisions & Guidelines

- VPN (Virtual Private Network) will be accessed only on District equipment
- Help desk support is available to employees using District equipment
- Records retention and destruction should be done only in accordance with the District records

# General Provisions & Guidelines

- Employees teleworking will not be paid or reimbursed for time, parking, or mileage involved in travel between the telework work site and their primary on-site work location.
- During work hours and while performing work functions, employees who are teleworking are covered by Worker's Compensation reporting requirements

# General Provisions & Guidelines

- Employees are liable for any injuries sustained by visitors to their telework site
- Employees should ensure that their telework location is healthy, safe and free of electrical hazards, maintaining adequate temperature, lighting and working from stable workstations
- The District is not responsible for operating costs, home maintenance, property or liability insurance other expenses associated with Telework

# General Provisions & Guidelines

- Employees are solely responsible for tax legal implications under the IRS or state and local government laws
- Employees teleworking are not excused from being activated as a Disaster Relief Worker
- Employees must notify their supervisor if they are unable to perform work assigned due to equipment failure or unforeseen circumstances



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# Telework Assignment Termination

# Telework Assignment Termination

- The decision to approve or deny a telework arrangement shall be at the sole discretion of the District and the decision shall not be grievable.
- Telework is discretionary and can be discontinued or modified at any time by the Chancellor
- The employee is responsible for immediately informing their supervisor if their environment or work location changes

# Telework Assignment Termination

- If changes are needed to the Telework Agreement, a new agreement may be required
- In extenuating circumstances and in order to maintain operations, a scheduled telework day may be adjusted at the request of the employee, supervisor, College President, Vice Chancellor, or Chancellor.

# Telework Assignment Termination

- Employee may voluntarily choose to discontinue the telework agreement with one week notice, excluding weekends and holidays
- The Supervisor may terminate the telework agreement for unsatisfactory performance, abuse of telework privileges, or violations or noncompliance outlined in the telework agreement with 24 hours' notice, excluding weekend and holidays



# Telework Assignment Termination

- The District may determine that in an emergency situation, an immediate temporary suspension or modification of the telework agreement due to operational necessity is required

# On-Site/Remote Designation and Location

- Telework locations must be within the state of California
- The telework agreement will require specific days you will be working onsite and the days you will be working via telework

# Forms Submission Process

- Ensure you have completed the five required items before submitting to your supervisor, College President, Vice Chancellor, or the Chancellor
- Ensure all documents are attached and that the form is complete
- Submit to your college or District Liaison for approval request
- Final approval of all requests is at the discretion of the Vice Chancellor, HRER



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# Frequently Asked Questions



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Q: Who do I submit these forms to?

A: Your College or District Liaison.

Q: When will my telework agreement date be effective?

A: The date of approval by the Vice Chancellor, HRER will be the effective date of approval



## Frequently Asked Questions

**Q:** If my telework date falls on a holiday, can I supplement telework on a different day?

**A:** You will be required to adhere to the telework agreement and only telework on the day/s you have been approved for.

**Q:** Can I utilize two half days as one of my full days?

**A:** If approved for telework, you are only able to use full days, you cannot split your shift.



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# Questions?



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Thank you!