



Committee Meeting: Policy & Governance Committee	Date: November 16, 2018
Committee Chair: Kathleen Masiello	
New or Revised: New	

**POLICY NAME:** SUNY Erie Telecommuting Policy

**POLICY TYPE:** Managerial

**SUBMITTED BY:** Human Resources

**ISSUE OR STATEMENT OF PURPOSE:**

Telecommuting or remote work arrangements allow employees to work at home or an alternate location for all or part of their workweek. SUNY Erie Community College (hereinafter “SUNY Erie”) considers telecommuting to be a viable, flexible work option when both the employee and the work being performed are suited to such an arrangement.

To be competitive as an employer, retain valuable qualified talent, and build a robust and rigorous online academic presence, SUNY Erie is implementing a telecommuting policy to be used as a tool in support of these strategic initiatives.

**NEW OR EDITED POLICY:** New

SUNY Erie values accountability, collaboration, and excellence in service to our faculty, students, and community members. With appropriate use of technology and supervision, employees whose roles allow for work hours to be performed away from a campus-based location may be eligible for telecommuting.

Though telecommuting/remote work is a viable option for certain employees and positions, it is not an entitlement. At the sole discretion of SUNY Erie executive management, telecommuting is an option that can be offered, modified or revoked by SUNY Erie at any time or for any reason. Work that cannot be performed at another location or remotely is not eligible for telecommuting. Further, for a variety of reasons, telecommuting will not be extended to all employees, regardless of the work performed. Non-exempt employees, for example, are not eligible to telecommute. All decisions about the suitability of telecommuting are discretionary and will be determined by authorized executive management members.

Requests to telecommute or work remotely may be made when the arrangements are feasible, secure, reliable, effective, and meet management’s goals and operational needs, as determined by the discretion of executive management. Management generally will determine the specific procedures for evaluating, approving or denying a telecommuting request in a manner consistent with this policy.

Certain departments may have work conducive to hiring, either short or long-term, fully remote employees.



**POLICY NAME:** SUNY Erie Telecommuting Policy - **Continued**

Telecommuting in no way changes the terms and conditions of employment with SUNY Erie. All union and employment contracts in place at the time of consideration for telecommuting or remote work status will be applicable.

Any telecommuting arrangement will require a documented and signed telecommuting agreement and are subject to of established College procedures governing telecommuting arrangements.

**RELATED DOCUMENTS:** SUNY Erie Time and Attendance Policy, ITS Acceptable Use Policy

**CONTACTS:** Questions regarding the terms of this policy should be directed to the Human Resources

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** No

**POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION:** Policy & Governance Committee recommends the Board of Trustees accept the Managerial policy under Committee Briefings, Policy and Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Telecommuting

**POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:** Trustee Len Lenihan, Trustee Kathleen Masiello, Executive Vice President for Administration and Finance Penelope Howard, VP Human Resources, Equity and Inclusion Tracey Cleveland, Director of Human Resources Maria Carroll, Vice President of Enrollment Management Steven Smith, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith and College Senate Representative Michael Delaney

**DATE OF BOARD ACCEPTANCE:** December 13, 2018

**POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP:** Following Trustee acceptance, this Managerial policy will be included in the SUNY Erie Community College Managerial Policy Manual.

**INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:**

Society of Human Resource Management (SHRM), Stanford University, SUNY Flexible Work and/or Alternative Work Location Policies (Geneseo, UB, Albany), William & Mary Telecommuting Policy, and various other college policies readily available online, as well as general review of best practices re: telecommuting policies. Consult with Erie County Attorney.

The Policy has been reviewed and discussed at the Policy and Governance Committee meetings of May 18, 2018, June 22, 2018, August 17, 2018 and November 16, 2018.