



Policy Name: Employee Telecommuting Policy

Policy Number: Administrative Policy
03.40.07.02

Date: December 15, 2025

Review Date: December 15, 2028

Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

Willie L. Todd, Jr.
Signature

TALLADEGA COLLEGE

EMPLOYEE TELECOMMUTING POLICY

Policy Title: Employee Telecommuting

Policy Type: Administrative

Policy Number: **03.40.07.02**

Legal Authority: Applicable Alabama State Employment Laws and Internal HR Guidelines

Approval Date: December 15, 2025

Responsible Office: Office of the President/ Office of Human Resources

Responsible Executive: Chief Human Resource Officer

Applies to: Talladega College Faculty and Staff

POLICY STATEMENT

Talladega College permits telecommuting as a flexible work option for eligible employees, subject to approval by the President or their designee. Telecommuting allows employees to work from an approved remote location—typically their home—on a part-time or full-time basis, based on job suitability and performance.

All telecommuting arrangements require prior approval and a signed agreement. Eligibility is determined on a case-by-case basis. In the event of a public health emergency, remote work may be required under government guidance or by the President of the College.

This policy outlines eligibility criteria, responsibilities, and procedures to ensure consistent and effective remote work practices. Telecommuting is a privilege—not an entitlement—and may not be suitable for all roles or employees.

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DEFINITIONS

- **Telecommuting:** Performing job duties remotely, typically from home, using telecommunications.
- **Central workplace:** College location where the employee normally performs their duties.
- **Alternate Work Location:** An approved remote work site.
- **Eligible Employee:** Staff or faculty approved for remote work by their supervisor and HR.
- **Telecommuting Agreement:** A written agreement outlining the terms of the remote arrangement.
- **Full-time teleworker:** An employee who, under a formal pre-approved agreement with the College, teleworks their entire schedule from home.

Eligibility and Approval

Before entering into any telecommuting agreement, the employee, supervisor, and division Vice President or head, with the assistance of the Human Resources staff, will evaluate the sustainability of such an arrangement.

Eligibility will be based on the position, work performance, and operational needs.

Employees who interact with people daily or whose presence is required to complete tasks may be exempt from telecommuting.

Final approval rests with the President/CEO. All arrangements require a signed Telecommuting Agreement.

Position Eligibility

When deciding which positions are suitable for telecommuting, management, in consultation with Human Resources, will analyze the duties and operations of each position.

The following types of positions may be appropriate for telecommuting are those that:

1. Can be monitored by output, not time spent doing the job
2. Require independent work
3. Require little to no face-to-face interaction
4. Result in specific, measurable work products.

Positions not eligible or appropriate for telecommuting are those that:

1. Require an employee to be on campus to complete the required tasks of the position
2. Do not require the use of technological devices such as a computer or a phone
3. Require face-to-face contact
4. Involve physical handling of equipment or materials.

Telecommuting Agreements Must Include:

- Work schedule and hours
- Designated remote location
- Communication expectations
- Security and confidentiality protocols
- Duration and review timeline

Expectations

All employees must sign an Agreement acknowledging their understanding of this policy. Employees must meet performance standards, stay accessible, and comply with all College policies.

Supervisors will regularly assess effectiveness.

Supervisors can require on-site presence for operational needs.

Equipment & Resources

Employees may use approved personal or College-issued equipment.

Any equipment provided remains the property of the institution and must be returned at the termination of the telecommuting agreement.

Employees must ensure the confidentiality and security of sensitive information.

The College is not responsible for home utilities, furnishings, or personal costs.

Terminating Telecommuting

The College reserves the right to end or adjust telecommuting arrangements at any time, providing 24 hours' notice.

Telecommuting agreement requirements:

- a. The employee's supervisor, department head, and the appropriate vice president must also approve the agreement. The agreement will be submitted to Human Resources for approval. Then, the agreement must receive final approval from the President (or designee).
- b. Supervisors or managers, in consultation with Human Resources, may terminate the telecommuting agreement at their discretion and should give employees advance notice, when possible. Employees may be required to return to the central workplace if deemed to have performance or work conduct issues, or if management determines that it is in the best interests of the College to discontinue the telecommuting agreement, either permanently or temporarily.
- c. The employee will perform essentially the same work that they would in the central workplace in accordance with their exact performance expectations. The employee remains under the applicable leave policies of the College

d. Employees must agree to comply with college rules, policies, practices, and instructions, and understand that violating these may result in termination of the telecommuting arrangement and/or disciplinary action, up to and including termination of employment.

f. All official records, files, documents, and other sensitive data must be protected from unauthorized disclosure.

g. As appropriate, an inspection of the alternative work location may be conducted.

The College assumes no responsibility for injuries occurring in the employee's alternative work location outside the agreed-upon work hours, or for liability damages to employees' real or personal property resulting from participation in the telecommuting arrangement. Workers' compensation coverage is limited to the designated work areas at the alternate work location(s), and employees must maintain safe conditions in their alternate work location(s). The employee shall practice the same safety habits they would use at their central workplace and follow all normal procedures for reporting illness or injury.

All telecommuting employees must sign a Telecommuting Agreement acknowledging their understanding of this policy.

PUBLICATION

The policy will be published and disseminated to the entire College community. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the College community at large within fourteen (14) business days of approval.
- Submit the policy for inclusion in the online Policy Library within fourteen (14) business days of approval.
- Communicate the Office of the President and Human Resources Websites; and
- Educate and train all stakeholders and relevant audiences on the policy's content as needed.

REVIEW SCHEDULE

- Next Scheduled Review: December 15, 2028
- Approval by date: December 15, 2025
- Revision History: NA
- Supersedes: All other policies and agreements

OTHER DOCUMENTATION - HR Telecommuting Agreement

