

**Napa Valley Community College District/
Napa Valley College Union of Classified Professionals
6/28/2023**

Pilot Telecommute Program

The District recognizes the benefits of telecommuting options for staff and where the District's and staff needs are met. In most instances the work of teaching, serving students and supporting the education mission is best served by employees who are physically present in the workplace to collaborate with other employees, hold office hours, engage in service to the colleges and participate in ongoing activities on campus and in the workplace as an actively engaged member of the Napa Valley College. The Pilot Telecommute Program (PTP) is a privilege, not a right.

At the sole discretion of the District, the PTP may enhance productivity of the employee and the work unit or flexibility in the workplace.

Definitions

- **Telecommuting:** Telecommuting means routinely working off-site (at a location other than the employee's regular workplace) one or more days under an agreement approved pursuant to this procedure.
- **Pilot Telecommute Program Agreement (PTPA):** Agreement to alter work schedule that could include an ad hoc or fixed telecommute option.
- **Regular Workplace:** The regular workplace is the employee's District work station or office located on Napa Valley College property.
- **Appropriate Off-Site Location:** Location other than the employee's regular workplace that is in a safe condition, free of recognized defects and hazards and other dangers to the employee and work equipment utilizing a secure network, free of distractions, and with appropriate resources to independently perform essential functions.

Position Eligibility

Eligibility for telecommuting is based on both the position and the employee. Not every position, or every employee, is well-suited for telecommuting. An employee's position may be suitable for telecommuting when the essential job functions:

- Do not require frequent interaction at the regular worksite with supervisors, colleagues, students, or the public, in person or by phone (e.g. customer service-related positions such as front counter support)
- Are not tied to District facilities or location (e.g. Facilities, IT, College Police)
- Are independent in nature
- Lend themselves to measurable deliverables
- Are not essential to the management of on-site workflow.

Employee Eligibility

- Must have successfully completed the probationary period.
- Must have a satisfactory performance evaluation. Employees cannot be on a performance improvement plan.
- Must complete Office Ergonomic training issued by Keenan Safe Schools.
- Continuously demonstrate an ability to successfully organize, manage time, and work independently with minimal supervision.
- Must have appropriate resources to independently perform essential functions at employee's off-site PTP location.*
- Are able to provide the high level of security necessary to protect District, student and employee data and information as well as protection of any District equipment used at the site.
- Reside and work in the State of California and must come to the regular workplace at least two workdays per week on the schedule determined by the employee's supervisor and District administration in accordance with the terms of the PTPA.

General Criteria

If position and employee criteria are met, telecommuting may be appropriate when:

1. Emergency situations where it is unsafe to access the campus, as determined by the District.
2. The District determines there is a benefit for the work to be performed off-site (savings in office space, parking, energy conservation, etc.)

Remote Work Assignment Options

1. **Ad Hoc:** a periodic telecommute assignment at the request of the employee and with the prior written approval by the appropriate supervisor or manager.
2. **Fixed:** a set, reoccurring schedule of remote work and onsite work assignments at the request of the employee with prior written approval by the appropriate supervisor or manager.

All employees, as outlined under "Eligibility" above, may request an Ad Hoc or Fixed telecommute assignment. Employees may not be assigned a telecommute assignment without their consent unless the assignment is necessary for continuity of operations during an emergency. Ad Hoc telecommute assignments may also be used to manage personal and public health concerns, such as allowing employees who are experiencing symptoms of a communicable illness to work remotely, health permitting.

100% telecommute assignments may only be approved by the Superintendent/President or designee.

A supervisor or a department may deny, end, or modify a PTPA for any business reason.

*The PTP is intended to be cost neutral, at the employee's cost. The District is not required to provide telecommuting employees with materials or supplies needed to establish an alternate worksite (desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, etc.). All District rules regarding the use of computers and the internet apply while an employee is telecommuting, regardless of whether the employee is using District-provided or personal equipment.

Pilot Telecommute Program Agreement (PTPA)

All telecommuting shall be performed pursuant to a signed PTPA between the employee and the supervisor. Denial by the supervisor shall be subject to one appeal with the supervisor's supervisor whose decision shall be binding and not subject to further appeal.

The PTPA shall comply with the eligibility and requirements noted in this PTP agreement and shall be approved by the employee's supervisor and Superintendent President, as appropriate.

The term of the PTP agreement shall be effective September 1, 2023 through June 30, 2024, unless an extension is agreed upon through bargaining.

The PTPA does not constitute an employment contract, and they do not create a property interest in employment.

Employment Relationship

Telecommuting is a management option, not an employee right or benefit, and approval for telecommuting for an employee does not set a precedent for any other employee. The existence of a PTPA in no way alters an employee's relationship with the District or the employee's obligation to observe all applicable District policies, regulations, and procedures. Denial of the PTP and PTPA shall not be subject to the grievance process established in the collective bargaining agreement between the District and Union.

All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, and leave remain the same as they would be if the employee worked only at his/her regular workplace.