

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

POLICY NUMBER: 8-7-106.1

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TITLE: TELECOMMUTING

POLICY
REFERENCE NUMBER: 8-7-106

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE OF LAST REVISION: October 8, 2025

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE

Section 8-11-15(B) of the South Carolina Code of Laws says that state agencies “may use alternate work locations, including telecommuting, that result in greater efficiency and cost savings.” Therefore, to be compliant with the law, the decision to allow telecommuting should be based on clearly defined and measurable benefits for the System Office/College and the taxpayers.

The purpose of this procedure is to define the System Office/College’s telecommuting program and the rules under which it will operate. This procedure is designed to help supervisors and employees understand telecommuting. This procedure does not address informal, intermittent, temporary, or emergency remote work.

The following procedure establishes the guidelines by which eligible South Carolina Technical College System employees may be allowed to engage in telecommuting activities. Telecommuting is a management option and not a universal employee benefit. Additionally, this procedure outlines employee/employer responsibilities under an approved telecommuting arrangement and serves to protect the interests of the System Office/College. It is the System Office/College option to allow an employee to

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telecommute based on the guidelines set forth by the State Board for Technical and Comprehensive Education (SBTCE) and individual college procedures.

II. AUTHORITY

The System Office/College President has the authority to establish a telecommuting program within the System Office/College, based on S.C. Code 8-11-15(B) of the South Carolina Code of Laws, as amended, and the South Carolina State Government Telecommuting and Remote Work Policies and Procedures established by the South Carolina Department of Administration's (Admin) Division of State Human Resources. The System Office/College President or designee has the ability to set the work schedule and work location for System Office/College employees. Each telecommuting program should be implemented following the Policies and Procedures published by Administration's Division of State Human Resources (DSHR) and all other appropriate federal and state laws, as well as SBTCE/College policies and procedures.

Before implementing a telecommuting program, the System Office/College must be able to demonstrate through quantifiable measures that telecommuting provides a benefit to the System Office/College and, by extension, the taxpayers. The System Office/College may be asked to provide this information to legislators, the public, or other interested parties.

III. DEFINITIONS

Telecommuting/Teleworking: a work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their primary workplace, in accordance with work agreements. It may also be referred to as remote work. Work from home on days when the office is closed due to hazardous weather OR field work where employees work at client or customer locations throughout the workday, except for incidental and de minimis times where the employee needs to work from home or an alternate work location does not constitute telecommuting. Three main categories of telecommuting exist:

- Planned, recurring telecommuting that happens every week unless operational needs change. For example, an employee that telecommutes every Tuesday unless a project, meeting, or workload requires an in-office presence. This level of telecommuting requires a formal agreement between the employee and the System Office/College. The time telecommuting must be tracked in the South Carolina Enterprise Information System (SCEIS) or as required for non-SCEIS agencies.

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- Periodic, intermittent telecommuting arrangements: when an employee is assigned a project with a short timeframe or one that requires uninterrupted time to complete. This level of telecommuting does not require the formal agreement or checklist process. While it is not required that employees in these arrangements sign a telecommuting agreement, it is advised that the System Office/College document the approval of the periodic, intermittent telecommuting arrangement in writing with the employee and the System/College President or designee. These telecommuting arrangements will be reported through the Deviation from Approved Telecommuting Reporting process as described in the Reporting Requirements section VI, D.
- Temporary or emergency telecommuting: used during short-term illness or other similar unplanned emergent events. This level of telecommuting does not require a formal agreement or checklist process. These arrangements require a verbal agreement between the employee and the System Office/College. These arrangements should be limited to the duration of the short-term illness or other similar unplanned emergent event. These telecommuting arrangements will be reported through the Deviation from Approved Telecommuting Reporting process as described in the Reporting Requirements section VI, D.

Primary Workplace: The telecommuter's usual and customary System Office/College workplace. This primary workplace may include time spent by the employee at the System Office/College's other office locations (e.g., satellite offices). For employees who primarily work in the field, or who are full-time telecommuters, the primary work location should still be a System Office/College office.

Alternate Workplace: A workplace other than the employee's usual and customary workplace (primary workplace) and may include the employee's home. The alternate workplace is not a System Office/College office.

Telecommuting Application: The document used by supervisors and employees to evaluate the employee's ability to successfully telecommute.

Telecommuting Agreement: The signed document that outlines the understanding between the System Office/College and the employee regarding the telecommuting arrangement. A telecommuting agreement should be renewed at least annually. The telecommuting agreement should be reviewed and updated if there is a permanent change to the employee's job duties or if the provisions of the telecommuting agreement change.

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Telecommuting agreements are not transferable from one position to another.

Telecommuter or Teleworker: An employee who has an agreed-upon schedule during which they are expected to work at an alternate workplace rather than the System Office/College's primary location.

Telecommuting Coordinator: The person responsible for providing support to telecommuting employees and their supervisors, and monitoring the success of the telecommuting program.

Child Care and Dependent Care: Telecommuting workers may have household members or others who depend on them for care. Telecommuters with these obligations must have adequate care arrangements that do not interfere with their job responsibilities. Telecommuting is not a substitute for child care, dependent care, or other personal responsibilities. Telecommuters are required to use accrued leave when necessary, to provide dependent care or when addressing other personal responsibilities. This includes time spent caring for ill household members or other people.

IV. TELECOMMUTING GUIDELINES

A. GENERAL STATEMENTS

1. Telecommuting is an option **offered at the System Office/College President's discretion and is not an employee entitlement or right.** Telecommuting is not a universal employee benefit. Telecommuting may not be suitable for all employees and/or positions. The System Office/College may revoke the approval of any employee to telecommute at any time, with or without notice, and the decision to revoke the ability to telecommute is not a grievable action under the South Carolina Employee Grievance Procedure Act.
2. An employee's participation in the System Office/College's telecommuting program is generally voluntary. The System Office/College President or designee may, however, designate a position as telecommuting only, if recommended by the Division of State Human Resources (DSHR) and approved by the Governor or the Governor's designee. In this case, telecommuting would not be voluntary.

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3. Telecommuting may not be appropriate to all areas of the System Office/College, especially those having limited staff and/or those areas requiring in-person contact with customers.
4. The System/College President, or designee, is the final approval authority for telecommuting applications/agreements.
5. Unless otherwise designated by the System/College President, the Human Resources Office will have the responsibility of designating a Telecommuting Coordinator. The Human Resource Office must approve all telecommuting outside of an established telecommuting schedule.
6. DSHR must review and approve each System Office/College's Telecommuting Plan and Policy prior to the implementation of a telecommuting program.
7. Regularly scheduled telecommuting should be limited to a maximum of two (2) days per week. Telecommuting for more than two (2) days per week may only be permitted if requested by the System Office/College, recommended by DSHR, and approved by the Governor or the Governor's designee.
8. The System/College may not permit any employee to telecommute on: (1) both Monday and Tuesday; (2) Thursday and Friday; or (3) Friday and the following Monday as part of a regular telecommuting arrangement.
9. Telecommuting may not adversely affect the quantity or quality of work produced by employees or the services provided by the System Office/College.
10. DSHR reserves the right to revoke the approval of a telecommuting plan for the System/College if it is found to be out of compliance with its approved telecommuting plan or if telecommuting is found to be adversely affecting the quantity or quality of work at the System Office/College.

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B. ELIGIBILITY REQUIREMENTS FOR TELECOMMUTING

1. System/College Presidents and their Executive Staff are not permitted to telecommute. This includes, but is not limited to, Deputy Directors, Division Directors and managers or supervisors who report directly to the System/College President and anyone else who reports directly to the System/College President.
2. The System Office/College should identify the job classes or positions with duties considered appropriate for telecommuting. If only some duties are appropriate for telecommuting, a schedule where the employee works part of their time out of the office may be an option. However, any portion of a day in which an employee telecommutes is considered one day of telecommuting. It is not necessary that every employee in these job classes or positions be allowed to telecommute. This decision will be based on various factors.
3. To be eligible to apply for telecommuting, an employee must have completed one year of satisfactory employment with the System Office/College. This requirement may be waived if requested by the System Office/College, recommended by DSHR, and approved by the Governor or the Governor's designee. The System Office/College may identify a list of skills and characteristics deemed necessary for the employee to be a successful telecommuter.
4. Employees subject to a warning period of substandard performance/performance improvement plan are not eligible for telecommuting. In addition, employees with recent disciplinary actions are not eligible for telecommuting.

C. APPLICATION FOR TELECOMMUTING

1. The Application for Telecommuting shall include the minimum requirements in the South Carolina State Government Telecommuting and Remote Work Policies and Procedures. An eligible System Office/College employee shall complete an application for telecommuting and submit the request to their supervisor for approval and through the human resource office with final approval by the System/College President or designee. The role of the System Office/College's human resource office is to review the application and ensure the employee meets the minimum requirements in this procedure.

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2. Requests for telecommuting will be considered on a case-by-case basis to determine if the employee has the necessary skills and abilities to be a telecommuter and if the duties, or a portion of the duties, of the employee's position can be adequately performed while telecommuting.
3. The System Office/College and DSHR must approve the request before the employee begins to telecommute. Upon approval, the employee agrees to follow all requirements of the SBTCE Telecommuting Policy and Telecommuting Procedure and any additional requirements agreed upon by the System Office/College and employee.

D. CONDITIONS OF TELECOMMUTING

1. The employee's duties, responsibilities, and conditions of employment remain the same as if the employee was working at the System Office/College's primary work location. The employee will continue to comply with federal and state laws and regulations, as well as System Office/College policies and procedures, while working at the alternate workplace. This includes Fair Labor Standards Act (FLSA) requirements related to the payment for time worked and overtime compensation. This would include compliance with the State Ethics Act, which prohibits personal gain from the use of System Office/College equipment, time, or facilities.
2. Work hours and location are specified as part of the telecommuting agreement. The employee must be accessible during the specified work hours. The System Office/College and the employee agree that, at the System Office/College's discretion, the employee may perform assigned work for the System Office/College at a location other than the System Office/College's on-site office as a "telecommuter."
3. Telecommuting will not adversely affect an employee's eligibility for advancement or any other employee right or benefit. An employee will be compensated for all pay, leave, overtime, and travel entitlement as if all duties were being performed at the employee's primary workplace. The employee's salary and benefits remain unchanged. If the employee works less than the normal workweek, salary and benefits are adjusted accordingly.
4. Work hours, overtime compensation (for non-exempt employees), compensatory time, and leave benefits will not change as a result of telecommuting. Requests to work overtime or use sick, annual, or other leave must be approved by the System Office/College in the same manner as when the employee is working at the employee's primary work location. **An employee shall not work overtime unless authorized in advance by the System Office/College or as otherwise authorized by the SBTCE Overtime Policy.**

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5. Telecommuting hours are regular work hours and, therefore, employees may not perform personal activities during these hours. The employee agrees that telecommuting is not to be viewed as a substitute for dependent care. Telecommuters with dependent care requirements, must make arrangements for someone else to provide dependent care services during the agreed upon work hours. Telecommuters are expected to follow System Office/College leave policies and procedures to request time off from telecommuting to engage in non-work activities.
6. The employee shall designate a separate workspace in the alternate work site for the purposes of telecommuting and will maintain this area in a safe condition, free from hazards and other dangers to the employee and the System Office/College's equipment. To ensure the safety of the workspace, the employee shall complete and return to the System Office/College a Telecommuting Workplace Safety Checklist, which will certify the employee's alternate work location complies with health and safety requirements. The employee must submit this checklist to the System Office/College before the employee may begin to telecommute. The employee agrees that the System Office/College shall have reasonable access to the alternate work location for the purposes of inspection of the site and retrieval of System Office/College-owned property. Should the use of personally owned equipment be necessary to conduct telecommuting, the responsibility for the care, maintenance, and repair of the personal equipment shall be addressed by the telecommuting agreement. The employee will notify the System Office/College of any changes to their alternate workplace prior to changing their alternative workplace. Generally, the alternate work location should be in South Carolina. If a System Office/College deems it necessary to allow an employee to designate an alternate work location outside of South Carolina, the System Office/College should research tax, workers' compensation, and other implications of having employees who perform work in another state. Telecommuting from locations outside of the United States is strictly prohibited. For questions regarding an employee's ability to work overseas at a military base or other requirements, the System Office/College shall contact the Division of State Human Resources or consult with the System Office/College's designated legal counsel.
7. Telecommuters are expected to be working and focused on the performance of their job duties during all work hours. All personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., should be done only during established break times, meal breaks, and before and after work hours. The employee understands and agrees that they are prohibited from providing dependent care (either to a child or an adult) while working at the alternate workplace. Telecommuters are required to use accrued leave when necessary, to provide dependent care or when addressing other personal responsibilities. This includes time spent caring for an ill

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household member or other people.

8. Scheduled work hours cannot coincide or overlap with any other type of employment.
9. Telecommuters who have provided a medical certification prohibiting them from working are similarly prohibited from working remotely. Likewise, medical certification cannot dictate remote work.
10. The alternate workplace is considered an extension of the employee's primary work location; therefore, workers' compensation will continue to exist for the employee when performing official work duties in the defined workplace during approved telecommuting hours. Any work-related injuries must be reported to the employee's supervisor immediately. If the supervisor is unavailable or it is an emergency, the human resource office must be notified as soon as is reasonably possible.
11. The employee will work at the primary workplace or the approved alternate workplace, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and other appropriate disciplinary action. The System Office/College will establish agreed upon expectations relative to the time the employee would need to spend in the primary workplace and to give adequate notice when these expectations are subject to change, when possible. However, the employee can be required to report to the primary workplace without advanced notice, as directed by the System Office/College.
12. The System Office/College may provide all or part of the equipment necessary to accomplish work assignments.
13. The System Office/College will cover the cost of repair or maintenance of state-owned equipment used at the alternate work location; however, the System Office/College will not cover the cost of repair or maintenance of the employee's personal equipment.
14. The System Office/College's security controls and conditions for use of state-owned equipment at the primary workplace will also apply to alternate work locations. All official System Office/College records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the official work location. The employee will return all System Office/College equipment, files, and documents to the System Office/College immediately upon termination of telecommuting or upon separation of the employee's employment. **The System Office/College should review their applicable Data Privacy and Security, Acceptable Use of Network Services, Mobile Communication Device Usage Policies, and other relevant policies to**

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determine if changes should be made to address telecommuting issues. Specifically, employees should be made aware through these policies that there should be no expectation of privacy when using state equipment or conducting System Office/College business using personal devices, including cell phones.

15. No employee engaged in telecommuting will be allowed to conduct face-to-face, System Office/College related business at their alternate workplace. An employee understands that he or she will be liable for injuries or damages to the person or property of third parties, or members of the employee's family, in the alternate workplace.

E. **TERMINATION OF TELECOMMUTING**

1. The System Office/College may terminate the telecommuting arrangement at any time with or without cause, and this determination is final in terms of administrative review. By participating in a telecommuting arrangement, the employee agrees that any termination of telecommuting is not a grievable action under the State Employee Grievance Procedure Act.
2. Upon termination of the telecommuting arrangement or upon separation of employment, all System Office/College equipment, files, documents, or other System Office/College property at the alternative work site must be returned immediately.
3. Any change of employee status may negate the telecommuting agreement. Such changes may include, but are not limited to, the following: promotions, transfers, reassignment, temporary, or otherwise. This does not prohibit the negotiation of a new telecommuting agreement.

V. **TELECOMMUTING PLAN APPROVAL**

The decision to allow an employee to telecommute is solely at the discretion of the System Office/College President. If any System Office/College President intends to allow regular telecommuting for any employees, a telecommuting policy and plan must be approved by DSHR prior to the System Office/College allowing telecommuting.

The plan must include the following information:

1. The department or division that will be allowed to telecommute (if applicable).
2. The number of positions that will be eligible to telecommute.
3. A proposed roster of employees who will be telecommuting including the following information:

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- a. Employee name
 - b. SCEIS perner (if applicable)
 - c. Position Number
 - d. Department/Division
 - e. Position Classification (For Unclassified Positions Provide Code and Internal Title)
 - f. Day(s) each week the employee will be telecommuting (Ex: Monday and Wednesday). Regularly scheduled telecommuting should be limited to a maximum of two (2) days per week. Telecommuting for more than two (2) days per week may only be permitted if requested by the System Office/College, recommended by DSHR, and approved by the Governor or the Governor's designee.
 - g. Performance and productivity measures that will be used to monitor the performance and productivity of telecommuting employees.
4. The costs and benefits of implementing the telecommuting plan demonstrating greater efficiencies and cost savings with documentation of how this will be measured.
 5. How the System Office/College will track telecommuting hours and audit program use in compliance with the Reporting Requirements Section VI.

This information must be submitted, and the policy and plan approved, prior to implementing the telecommuting plan.

If there are changes to System Office's/College's telecommuting plan, the plan changes must be submitted to DSHR for review and approval. This includes the addition of telecommuting eligible positions in previously approved classifications. An updated roster of employees telecommuting must be submitted as part of the quarterly reporting described in the following section.

DSHR reserves the right to revoke the approval of a telecommuting plan for the System Office/College if it is found out to be out of compliance with its approved telecommuting plan or if telecommuting is found to be adversely affecting the quantity or quality of work at the System Office/College.

VI. REPORTING REQUIREMENTS

To ensure that only regular telecommuting approved by DSHR is occurring, agencies will be required to provide regular information concerning telecommuting usage.

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A. DAILY REPORTS

- a. The System Office utilizes SCEIS to record time. Every employee who telecommutes as part of their normal telecommuting schedule must record telecommuting hours each day they work at the alternate work location using the Telecommuting Attendance Code. Employees eligible for telecommuting will be identified through an indicator flag in SCEIS. Managers will need to approve these time entries. Note that both FLSA exempt and non-exempt employees will be required to enter their telecommuting time. For additional information, please refer to the training material on the SCEIS website.
- b. Colleges will be required to develop and maintain a tracking system to monitor utilization of telecommuting. This tracking system must record the hours each employee works at the alternate work location as part of their normal telecommuting schedule in a way that can be reviewed and audited by DSHR.
- c. These daily reports should be reviewed regularly by the System Office/College human resources office to ensure telecommuting time is being correctly recorded and telecommuting use is consistent with the approved telecommuting plan.

Note: this daily reporting does not include employees permitted to telecommute as an accommodation under the Americans with Disabilities Act.

B. WEEKLY REPORTS

Each division or office is required to provide a weekly report to the System Office/College human resources office documenting any deviation from the System Office/College approved telecommuting plan. For example, if an employee works in the office on a day they are scheduled to telecommute so that they can attend a meeting in-person, or if an employee telecommutes on a day they are not normally scheduled to telecommute because their car broke down and they were unable to find transportation. In addition, instances of telecommuting by employees who do not have a normal telecommuting schedule must also be recorded. Note that work from home on days when the office is closed due to hazardous weather OR field work where employees work at client or customer locations throughout the workday except for incidental and de minimis times where the employee needs to work from home or an alternate work location does not constitute telecommuting.

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These weekly reports should be reviewed regularly by the System Office/College human resources office to ensure that deviations from the approved telecommuting plan are granted only in appropriate situations.

C. QUARTERLY REPORTS

Prior to the 15th of the month following the end of a quarter, the System Office/College must submit a report to DSHR documenting the System Office/College's utilization of telecommuting. This report will include:

1. Roster of employees who telecommuted during the relevant quarter as part of a normal telecommuting arrangement, including the following information:
 - a. Employee Name
 - b. SCEIS Perner (if applicable)
 - c. Position Number
 - d. Position Classification (For Unclassified Positions Provide Code and Internal Title)
 - e. Department/Division
 - f. Day(s) each week the employee was approved to telecommute (Ex: Monday and Wednesday)
 - g. Performance and productivity measures used to monitor the performance and productivity of telecommuting employees.

This roster should be recorded in an excel spreadsheet and attached to the electronic Telecommuting Report Form on DSHR's website.

2. The actual costs associated with the telecommuting plan. Costs should be allocated for each telecommuting employee. For example, the cost of a laptop that would not otherwise have been purchased should be allocated to the employee assigned the laptop.
3. The actual savings and benefits of telecommuting realized by the System Office/College. This should demonstrate greater efficiencies and cost savings resulting from telecommuting. Benefits to the System Office/College should be identified for each individual employee allowed to telecommute. For example, productivity measures remained consistent while telecommuting and retention metrics improved. Overall System Office/College benefits, for example, decreased turnover, should be reported in addition to the benefits related to individual employees telecommuting. The System Office/College will be

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required to provide specific dollar amounts saved and quantifiable descriptions of benefits to the System Office/College.

Note: These quarterly reports will replace the previously required annual telecommuting report. This reporting does not include employees permitted to telecommute as an accommodation under the Americans with Disabilities Act.

D. DEVIATION FROM APPROVED PLAN REPORTING

If the System Office/College deviates from the approved telecommuting plan and allows an employee to telecommute outside the plan guidelines for more than a week, the System Office/College must report the deviation from the approved telecommuting plan in writing to DSHR. For example, if an employee is normally scheduled to telecommute one day a week but telecommutes for more than one day a week for more than one week during a month, this must be reported to DSHR quarterly. This includes employees who are permitted to telecommute as an accommodation approved by System Office/College President or designee and human resources.

In no way should deviations from the approved telecommuting plan be used to permanently alter an System Office/College approved telecommuting plan. Multiple deviations reported for the same employee may indicate that the employee should enter into a telecommuting agreement or have their current agreement adjusted.

E. DIVISION OF STATE HUMAN RESOURCES REVIEW

DSHR will conduct regular reviews of System Office/College quarterly reports to ensure compliance with approved telecommuting plans. In addition, DSHR may request to review the System Office/College weekly reports.

DSHR may also, at its discretion, perform site visits to ensure compliance with the approved telecommuting plans.

The Division of State Human Resources reserves the right to revoke the approval of a telecommuting plan for the System Office/College if it is found out to be out of compliance with its approved telecommuting plan or if telecommuting is found to be adversely affecting the quantity or quality of work at the System Office/College.

The System Office's Human Resource Services shall coordinate quarterly and other required submissions of telecommuting information to DSHR upon request.

ADDENDUM #1
Sample Telecommuting Application

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SYSTEM OFFICE/COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE SYSTEM OFFICE/COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The decision to telecommute should be based on the ability of an employee to work in a setting that may be in his or her home or other approved area, without on-site supervision. The following tool can be used by an employee as a basis for discussing the option of telecommuting with a supervisor. The employee should submit the application to a supervisor for evaluation and final approval by the System Office/College President or designee. The decision of whether to approve or deny a Telecommuting Application is at the discretion of the System Office/College. **There is no right or entitlement to telecommute, regardless of the responses to the application.**

Please answer the following questions rating your abilities, using the following scale:

5 – Always	4 – Usually	3 – Sometime	2 – Rarely	1 – Never
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1. I can develop regular routines and am able to set and meet deadlines. I am self-motivated, self-disciplined and able to work independently, completing projects on time with minimal supervision and feedback. I am capable of being productive when no one is checking in or watching at work.

Employee Rating

Supervisor Rating

2. I have strong organizational and time-management skills and am results-oriented. I will remain focused on work while telecommuting and not be distracted by television, housework, visiting neighbors, etc. I will manage my time and workload well, solve many of my own problems, and find satisfaction in completing tasks on my own. I am comfortable setting priorities and deadlines and can keep my sight on results.

Employee Rating

Supervisor Rating

3. I am comfortable working alone, can adjust to the relative isolation of working at home, and can set a comfortable and productive pace while working at home.

Employee Rating

Supervisor Rating

4. I have a good understanding of the organization's culture and environment. I am knowledgeable about the organization's procedures and policies and have been on the job long enough to know how to do my job in accordance with those policies.

Employee Rating

Supervisor Rating

5. I have effective working relationships with co-workers and will be able to maintain such communications while telecommuting.

Employee Rating

Supervisor Rating

6. I am adaptable to changing routines and environments and have demonstrated an ability to be flexible about work.

Employee Rating

Supervisor Rating

7. I am an effective communicator. I have demonstrated effective communication between supervisors and co-workers, and I am comfortable using various methods of communication.

Employee Rating

Supervisor Rating

8. I am in good standing with the System Office/College on my previous and current performance reviews and have no recent disciplinary actions.

Employee Rating

Supervisor Rating

9. Is my job appropriate for telecommuting? (Check those that apply.)

- My job responsibilities are arranged so that there is no difference in the level of service provided to the customer regardless of work location.
- My job has minimal requirements for on-site supervision or contact with the customer.
- My job requires low face-to-face communication, and I have the ability to arrange days when communication can be handled by telephone, email, or other electronic means.
- My job has minimal requirements for special equipment.
- I am able to define tasks and work products with measurable work activities and objectives.
- I am able to control and schedule workflow.

10. Is my alternate workplace an appropriate environment for telecommuting? (Check those that apply.)

- I have a safe, comfortable workspace where it is easy to concentrate on work.
- I have the appropriate level of security required by the System Office/College.
- I have the necessary office equipment and software that meet System Office/College standards.
- I have a telephone, with separate home office line if required, an answering machine or voicemail, and sufficient internet access and speed.
- I have household members who will understand I am working and will not disturb my work.
- I understand that I am prohibited from providing dependent care (either to a child or an adult) during work hours. I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., must be done only during established break times, meal breaks, and before and after work hours.
- I understand and agree that I must use accrued leave when providing dependent care of when addressing other personal responsibilities during work hours. This includes time spent caring for an ill household member or other people.
- I certify that my home or rental insurance does not prohibit a home office.
- I have reviewed the relevant zoning requirements to ensure a home office is permitted.

ADDENDUM #2
Sample Telecommuting Agreement

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SYSTEM OFFICE/COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE SYSTEM OFFICE/COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

This is an agreement between _____
(System Office/College) and _____ (employee) and
shall cover the period from _____ through _____.

This agreement establishes the terms and conditions of telecommuting. The employee agrees to participate in the telecommuting program and to follow the applicable guidelines and policies. The System Office/College agrees with the employee's participation. The employee's signature on this agreement constitutes acceptance of the terms listed throughout the System Office/College Telecommuting Policy.

Notice of Intent to Collect Private Information

As part of this telecommuting agreement, the employee shall provide the address of telecommuting location and any contact information for that location, including home phone and/or personal cellphone. If such information changes, the employee has an affirmative duty to inform their supervisor of the updated telecommuting address and phone number before the move. Failure to provide this information initially and after any change will result in the employee being unable to telecommute. This contact information may be shared with human resources, executive leadership, System Office/College safety staff, System Office/College supervisors, and any other System Office/College or state employee with a business need to access this information.

Designation of Alternate Workplace and Hours

Regularly scheduled telecommuting should be limited to a maximum of two (2) days per week.

Employees are not permitted to telecommute on: (1) Monday and Tuesday; (2) Thursday and Friday; or (3) Friday and the following Monday as part of a regular telecommuting arrangement. The employee may telecommute for parts of the workday and work in the office for the remainder of the day. For example, an employee may work in the alternate workplace from 8:30 a.m.–noon, and then in the primary workplace from 1–5 p.m. Each day in which an employee telecommutes is considered one day of telecommuting.

The following are the working hours and locations agreed to by both parties:

General Work Hours			
Day	Hours		Location
	From	To	P-Primary Workplace A-Alternate Workplace
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Primary Workplace: _____

Address: _____

Phone Number: _____

Alternate Workplace: _____

Address: _____

Phone Number: _____

Fax (if applicable): _____

Cellphone: _____

Email Address: _____

Supervisors will establish parameters for the time and location of all work to be performed. Supervisors should attempt to provide advance notice of any deviations to an established telecommuting schedule; however, such notice is not a requirement. **Regardless of the telecommuting arrangement, an employee can be required to report to the office location at any time. It is required that employees are advised of this requirement.**

Equipment Used in Alternate Workplace

The following table lists the System Office/College or state equipment that will be used at the alternate workplace (attach additional documentation if needed):

Item	Inventory Number	Date Out	Date Returned

Special Conditions or Additional Agreements (List if applicable):

I have read and received a copy of the Telecommuting Policy and fully understand issues regarding: pay, attendance, advancement, leave, overtime, office location, liability, workers compensation, operating costs, safety, evaluation, termination of agreement, and equipment maintenance.

(Employee) I understand that the approval to telecommute can be revoked at any time.

(Employee) My supervisor has reviewed my performance expectations with me, and these expectations are documented in my EPMS/FPMS planning stage/Employee Performance Plan.

(Employee) I agree that I am responsible for attending all required meetings, unless my supervisor approves otherwise.

(Employee) I agree to be available and accessible during the telecommuting scheduled hours for customers, co-workers, and supervisors/managers. **Regardless of my telecommuting arrangement, I can be required to report to the primary workplace at any time with or without advance notice.**

(Employee) I understand that all personal activities, including child and dependent care, pet care, housework, yardwork, personal errands, etc., should be done only during established break times, meal breaks, and before and after work hours. I understand and agree that I am prohibited from

providing dependent care (either to a child or an adult) while working at the alternate work location.

(Employee) I understand that telecommuting agreements are not transferable from one position to another, and this agreement is valid only for my position at the time the agreement is signed.

(Employee) I agree to return all System Office/College equipment, supplies, material and/or other property immediately upon request, termination of participation in the Telecommuting program and/or termination of employment.

(Employee) I agree to inform my manager or supervisor any time there is an actual or suspected security issue that arises during my work at an alternate workplace.

(Employee) I understand that the System Office/College is not liable for any damages to my personal or real property while I am performing official duties at my alternate workplace.

(Employee) I agree that I will not conduct any face-to-face System Office/College business at my alternate workplace.

(Employee) I agree to immediately report to my manager or supervisor any work-related injuries that occur while in the Telecommuting arrangement.

(Employee) I agree to provide certificates of my homeowners' or renters' insurance and to submit any renewal or changes as needed, if requested.

(Employee) I agree that it is my responsibility to ensure compliance with any local zoning ordinances related to working at home or maintaining a home office.

(Employee) I agree that any tax implications of telecommuting are entirely my responsibility as the telecommuter. *Telecommuters are encouraged to seek professional advice in this area.*

We agree to abide by the terms and conditions of this agreement.

Employee Signature

Date

Supervisor Signature

Date

System Office/College President or Designee

Date

ADDENDUM #3

Sample Telecommuting Workplace Safety Checklist

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Success of a telecommuting arrangement depends, in part, on a realistic assessment of the overall safety of an employee's alternate workplace. The checklist is necessary to make the employee aware of the need for a safe workplace that is conducive to productive work. The telecommuter should read and complete the checklist regarding the designated alternate workplace, discuss any concerns, and always report accidents or injuries immediately to their supervisor.

The completed form should be provided to the employee's supervisor.

General Environment

- The workspace area has adequate lighting and ventilation.
- The workspace is reasonably quiet and free of distractions.
- Aisles, doorways, and corners are free from obstructions to permit movement.

Electricity / Equipment

- There are enough electrical outlets in the alternate workplace to support the required equipment. All electrical equipment is free of recognized hazards that would cause physical harm (e.g., frayed wires, bare conductors, loose or exposed wires). If necessary, consult with an electrician or power utility company on capacity questions.
- Necessary electrical outlets are three-pronged (grounded).
- Computer equipment is connected to a surge protector. The equipment is placed at a comfortable height for viewing and will be powered down after the workday is over.
- Computer equipment is on a sturdy, level, well-maintained piece of furniture and the keyboard and mouse are at a height that does not cause wrist strain.

Safety and Security

- There is a fire extinguisher in the alternate workplace and a developed fire evacuation plan in the event of an emergency.
- There is a working smoke detector in the alternate workplace.
- Phone lines, electrical cords, and extension wires are secured underneath a desk or along baseboards.
- There are security controls in place to protect passwords, System Office/College-owned software, and files from unauthorized disclosure.

I, _____, understand it is my responsibility to maintain the safety and appropriate arrangement of my alternate workplace, if it is my home. I certify that my responses to the checklist are true and completed to the best of my knowledge. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for my preclusion from telecommuting.

Employee Signature

Date

Supervisor Signature

Date

ADDENDUM #4
Sample Telecommuting Activities Form

Personnel Number:	
Employee Name:	
Division:	
Supervisor Name:	
Work Activities for the Week of:	

Date	Hours Worked	Activities
<i>(Ex: 1/1/2025)</i>	<i>8:30 – 12:30; 1:30 – 5:00</i>	<i>Completed file review and drafted findings report.</i>

ADDENDUM # 5
Sample Termination of Telecommuting Notification

The System Office/College may revoke the approval of any employee to telecommute at any time, with or without notice, and the decision to revoke the right to telecommute is not a grievable action under the South Carolina Employee Grievance Procedure Act.

The decision to allow some employees to telecommute and not allow other employees to telecommute is within the System Office/College's discretion. There is no right or entitlement to telecommute.

Telecommuting Employee's Name: _____

The System Office/College is terminating your Telecommuting Agreement effective _____
_____ (date).

You are expected to resume work in the office beginning _____ (date).

Failure to return to the office on the date stated above may result in disciplinary action up to and including termination.