

TELECOMMUTING PLAN

INTRODUCTION

Purpose: It is the purpose of this plan to create a mutual understanding between an employee and supervisor regarding work completed outside of the office. This plan is to be used in conjunction with a Flexible Work Arrangement. Telecommuting is not intended to permit employees to have time to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements due to other employment may be cause for disciplinary action or termination of employment.

Affected: Access to the College's database(s), electronic resources and files from off-campus locations for purposes of telecommuting is restricted to faculty and staff authorized to have such access as outlined in an approved Flexible Work Arrangement.

Plan: Under this plan, Joe Flexx (employee) has been approved for a Flexible Work Arrangement including a telecommuting component. In order to utilize the telecommuting component, the employee must agree to abide by agreed-upon standards including: communication, security, safety, availability and any other standards set forth by this plan, Ithaca College and the employee's supervisor.

STANDARDS AND CONSIDERATIONS

Telecommuting plans are only permissible when it is mutually beneficial for the College and the employee. All employees permitted to utilize telecommuting are held to the same productivity standards as if the employees were working on-site at the College. Employees and supervisors must determine the process for acceptable communication, standards and appropriate work that can be completed off-site.

Work Space: To support the success of this Plan, the employee is to designate an off-campus work space and resources (computer, data, etc.) needed while off-campus. See the "Security" section of this plan for additional considerations. This space may be a shared work space but all College-related resources and documents must be secured.

Safety: Employees are responsible to create and maintain a physically safe work environment. See Appendix I for additional information.

ITHACA

Availability: Employees are to remain available for on- or off-campus meetings or calls as is necessary for completion and/or progress in the work of the employee and affected parties.

If the employee is unable to meet work obligations due to equipment or availability issues, the employee agrees to notify the supervisor.

Work: The employee and his/her supervisor must determine which work is acceptable to be taken from the College campus and/or completed off-site. Hard-copy documents or resources removed from the College must be stored in a secure location such as, but not limited to, inside the employee's place of residence while not in use. College property may not be stored in a location not under direct supervision of the employee, such as a personal vehicle. Additionally, all College data is intended for the employee's use only and should be treated as confidential intellectual property information. Therefore, documents while in use, are to be confined to the employee's work area and stored securely while not in use.

Equipment and Support: In certain circumstances, Ithaca College equipment may be loaned to an employee for remote use. Equipment includes any electronic resource such as, but not limited to, a laptop computer. It is the supervisor's discretion to select and permit an employee to take equipment off-site, taking into consideration the replacement value and other demands on the equipment's use by others. For tracking purposes, the supervisor is to catalog and document all equipment permitted to be taken off-site by logging a comprehensive description of each item, including serial number, model, current condition of item, or other applicable identifying information, and is responsible to document the release and return of loaned equipment. See Appendix II.

An employee may be held personally responsible for any losses or damages resulting from the negligence of an employee's operation, custody or control of College property during this Arrangement. The determination for replacement or repair costs will be made in conjunction with the employee's supervisor, Information Technology Services, the department VP, or others, as appropriate.

Ithaca College is not liable or responsible for an employee's real or personal property used in connection with Ithaca College employment. When the employee uses their real or personal property (i.e. home, automobile equipment, software, furniture, etc.) for College business, the employee is responsible and liable for any and all losses, damages, repairs and claims to property. Any other arrangements must be made in advance and in writing with the supervisor's approval, i.e. use of supplies.

ITHACA

Information Technology Services will make reasonable efforts to resolve any equipment or connectivity issues experienced by employees working remotely by calling the Help Desk for assistance. Not all College computer services can be accessed from off-campus and if you require access to these types of services, you may not be able to telecommute. Repair to College-issued computers is handled by the Help Desk. Personal computers requiring maintenance are not serviced by the College.

If a loss to College-owned property does occur, please report it immediately to the local police. The following is needed:

1. Obtain a copy of the report or request information on how to obtain a report.
2. In writing, collect the Police Officer's name and precinct detail (name, address and phone number).

Also contact the following College offices immediately if loss/damage/theft occurred:

1. Office of Risk Management at 607-274-3285
2. Office of Public Safety (to file a report) at 607-274-3333
3. Office of Information Technology Services (if computer-related) at 607-274-3282

An Employee's real or personal property used in connection with College business should be covered by the employee's Homeowners or Rental Insurance policy. The College is not liable.

The employee is expected to comply with all copyrights and licensing plans for all software owned by the College. A separate license may need to be purchased for some software packages - not all software is licensed for use on non-college-owned machines.

Security: Employees may connect to Ithaca College's network, resources, data, etc. only through methods approved by Information Technology Services. While working from an off-campus location, it is important to remember that the computer used and the resources and data accessed may be extensions of the College's property and should be treated as such. Employees are to follow Information Technology Services' guidance regarding computer security. Refer to <http://www.ithaca.edu/its/general/policies/> for the most updated policies.

The employee is responsible for making every effort to keep their work, whether electronic or hard-copy, secure from those without Ithaca College's authorization. Employees will achieve this by following all College policies relating to data access and security including, but not limited to those outlined by Information Technology Services.

ITHACA

It is the employee's responsibility to ensure that any personal Internet connection, if applicable, is secure and working during the employee's off-campus working hours.

Good remote practices include: Employees are to be prudent and may not compromise resources used or referenced in any way by exposure to malware, viruses, destruction, etc. and are prohibited from distributing information or resources to an unauthorized third party whether or not the action or compromise was intentional. Employees are advised to secure the computer and network in use by taking all steps to prevent viruses or malware from causing harm. This includes, but is not limited to, running an up-to-date anti-virus program and utilizing firewalls. If using a wireless connection, take extra precautionary measures to ensure that the connection is secure and encrypted so others using a wireless system nearby cannot intercept data or work off of the wireless connection.

Anyone using a home computer or College computer off-site is required to have a personal password-protected account on the computer to keep anyone else in the home from accessing private College data. It is the employee's responsibility to keep data obtained through the College secure. Employees are expected to lock their computer when leaving their computer unattended.

When using hard-copy resources, employees are not to leave their work or resources where others may see the resources.

When traveling and using a third-party Internet connection, be extremely cautious, as these connections may not be secure. When traveling, keep your laptop or resources with you and only travel with the "bare necessities"; don't bring any resources or equipment that you don't need. Bring your laptop or equipment in a carry-on bag while on flights to reduce any chance of loss. Never leave College-owned property unattended. It is advisable not to use an Internet kiosk or a shared computer; others may have installed malicious software that could capture your personal passwords or data. The best practice is not to access Ithaca College data or resources when using a shared computer you can't trust. Be sure to clear the cache, browsing history, cookies, saved passwords etc. to reduce the opportunity for exposure. Also, change your passwords frequently, especially after using a non-trusted computer or Internet source.

WORK AFFECTED

As noted in the Flexible Work Arrangement documents, the nature of work and/or the needs of Ithaca College may preclude a telecommuting arrangement. Telecommuting is appropriate where both the needs of the College and the needs of the employee are met. However, telecommuting is not a right of employment and the College reserves the right to alter, amend or withdraw telecommuting at any time with reasonable notice.

ITHACA

The employee and supervisor must complete the below sections outlining work and security considerations as it relates to the telecommuting arrangement.

Identify work, resources and equipment permissible to be utilized off-site:

Work: **Data entry**

Equipment: **HR Information Systems' Laptop**

Resources: **Utilize connection with Ithaca College's programs, paperwork for data entry.**

Actions to be taken to keep College resources (documents, databases, equipment, etc.) secure:

_Through use of an I.C. laptop, there is security built into the computer._____

SIGNATURES

This document, or any other written or oral information contrary to it, does not create or imply an employment contract, contractual rights or any entitlements between the employee and the College. The College reserves the right to amend this document at any time.

By signing below, the employee hereby agrees to abide by all College policies, practices, etc. as they normally would on-campus in addition to the security of any College data accessed remotely, data accessed electronically, or hard-copy resources taken from the campus. Additionally, the employee agrees to comply with the provisions set forth in this plan.

Employee: **_Joe Flexx**_____ Date: _____

Supervisor: **_Jane Flexxit**_____ Date: _____

Return this signed plan with the Flexible Work Arrangement to Human Resources for the employee's file.

ITHACA

APPENDIX I: SAFETY

Employees are to use good judgment when designing and maintaining their remote workspace by ensuring that the environment supports a safe and productive workspace. Considerations include, but are not limited to, ergonomic, fire, and electrical safety. Ithaca College is not responsible for the evaluation of remote work spaces for appropriate safety but will, however, strive to support employees' needs whenever reasonable and appropriate.

SAFETY CHECKLIST

Workspace and Location:

- The location is accessible during the time employees are working remotely and is free from distractions that inhibit productivity.
- Workspace is clearly equipped with appropriate equipment, tools and furnishings.
- Adequate lighting and ventilation are present.
- Ergonomic considerations have been made to support an ergonomically-friendly workspace. (Reference any ergonomic tools available to self-evaluate the workspace: <http://www.ithaca.edu/sacl/safety/ehs/ErgonomicsForm/>, as well as OSHA's website for additional information: <http://www.osha.gov/SLTC/etools/computerworkstations/index.html>)
- Walkways are clear of debris or obstacles.

Electrical:

- Adequate electrical outlets are present.
- All data transmission through networks is secure to prevent inappropriate data sharing with outside parties.
- Cords are in locations to minimize and/or eliminate the opportunity for tripping.
- Electrical cords are free from damage.
- Power strips with surge protectors are used to mitigate the risk of damage to any College-owned equipment while working remotely.
- Portable heaters are used in accordance with the manufacturer's intended use.

Fire:

- Have at least one working smoke detector in your workspace that is regularly tested
- A fire extinguisher appropriate for multiple types of fires is in the environment and the employee is knowledgeable on its use.

ITHACA

APPENDIX II: EQUIPMENT AND RESOURCES TRACKING LOG

Purpose: It is the supervisor's responsibility to track any equipment or resources borrowed from the College by an employee to use in a remote location. When a Flexible Work Arrangement is approved, any equipment loaned is to be logged and a copy of this form ("Log") is to be sent to Human Resources to be filed with the Flexible Work Arrangement. If an employee is loaned multiple items, a separate Log for each is to be maintained. All Logs, whether new or revised, are to be sent to Human Resources.

Item Loaned (e.g. laptop, office supplies):	H.R. Information Systems' Laptop	
Make/Model:	Dell	
Condition (Age, Damage, etc.):	2 years old, no damage, regular wear-and-tear	
Serial Number / ITS Asset Tag Number:	XXXXXXXX	
Date Loaned:	January 31, 2011	
Supervisor / Employee Initials:	Supervisor: JAF	Employee: JOF
Date Returned:		
Supervisor / Employee Initials:	Supervisor:	Employee:
Comments:	Laptop is intended only for Ithaca College work use, not personal use.	

By signing below, the employee agrees that the above listed equipment and/or resources were issued on the date listed next to the signature lines. Upon termination of the Flexible Work Arrangement or employment, the employee agrees to return the above items without damage. The employee may be responsible for the financial replacement and/or repair of any items not returned or returned in a damaged state.

Employee: Joe Flexx Date: _____

Supervisor: Jane Flexxit Date: _____

This Log is to be held by the Supervisor and a copy is to be sent to Human Resources with the final signed Flexible Work Arrangement documents.