



**EMERGENCY TELECOMMUTING DEFINITIONS AND GUIDELINES**  
**Related to SOWELA Policy 6.060.1 -Telecommuting Policy During COVID-19**  
**Statewide Emergency**

EFFECTIVE DATE: March 17, 2020

REVISION DATE: April 9, 2020

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**PURPOSE:** *SOWELA Technical Community College adopts the following guidelines from LCTCS's Emergency Telecommuting Policy.*

**SCOPE:** These guidelines apply to all SOWELA employees, including classified, unclassified, faculty, full time, part time, regular and temporary employees who are impacted by Policy 6.060.1. All supervisors and employees should be familiar with the contents of both the policy and these supporting guidelines.

**DEFINITIONS:**

Exempt Employee – An individual employed in a position determined to be “exempt” per the Fair Labor Standards Act (FLSA). Exempt Employees do not earn “time and a half” compensation for working greater than 40 hours per workweek. Exempt Employees are typically salaried Employees.

Non-Exempt Employee – An individual employed in a position determined to be “non-exempt” per the Fair Labor Standards Act (FLSA). Non-exempt Employees earn compensation at “time and a half” (or 1.5 times) their usual hourly pay rate for each hour worked over 40 hours per workweek. Non-exempt Employees are typically hourly employees.

Telecommuting – Allows an Employee to work at home or at another off-site location for a specified number of hours per week. A combination of onsite and off-site work may be arranged under this option.

Work Week - The college's normal work week is forty (40) hours per week, beginning at 12:00:01 a.m. on Monday and ending at 12:00:00 (midnight) the following Sunday. This work week cannot be changed, and any hours worked in excess of forty (40) during that work week will be eligible for compensatory time (non-exempt only). The normal work week consists of five 8-hour days.

## **GENERAL GUIDELINES:**

SOWELA is adopting this temporary telecommuting procedure and related guidelines effective March 17, 2020. This will remain in effect through the close of business on April 30, 2020, or later, if extended.

- Employees are expected to perform assigned work duties during assigned business hours although reasonable amounts of time for rest and/or meal breaks are permitted. Violations of any of the terms outlined in these guidelines will be subject to disciplinary action up to and including termination of employment.
- While telecommuting, the Employee's job responsibilities and standards of performance remain the same as when working on-campus.
- When working remotely, non-exempt employees must track all hours worked including meal breaks, just as they do when working onsite. Timesheets should reflect the time work began and ended, as well as the appropriate lunch break.
- Employees working remotely must continue to request supervisor approval to use any sick, vacation, or other leave in the same manner as if working onsite.
- All SOWELA policies and procedures regarding the process for requesting advance approval for working any overtime hours or compensatory time remain in effect. Exempt employees are not eligible for compensatory time while telecommuting.
- SOWELA-issued devices, equipment, and supplies may be used for business-related purposes only. Once this statewide emergency time frame has ended, all SOWELA-issued devices, equipment, and supplies must be returned to campus.
- Consistent with SOWELA's expectations of information security for employees working on campus, telecommuting employees will be expected to ensure the protection of confidential and sensitive information. If sensitive documents and records are being transported from one site to another, employees are discouraged from making other stops in transit.
- Employees should not make any purchases without pre-approval from their supervisors or without following the usual and customary purchasing policy and guidelines.
- Any work-related injuries should continue to be reported as per the Workers' Compensation policy and procedures. When an Employee is using his/her personal vehicle for official SOWELA business, the Employee's automobile insurance is primary.

## **POLICY REFERENCE:**

SOWELA Telecommuting Policy During COVID-19 Statewide Emergency #6.060.1