

# Committee

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## MEETING MINUTES

Date: Friday, September 18, 2020

Time: 10:45 am

Place: via Microsoft Teams

**I. Call to order** – Friday at 10:45 am by Lauri Wilson, Chair

**II. Roll Call**

- a. **The following committee members were present** – Lauri Wilson, Chair, Carey Tucker, Ex-Officio, Tim Kirk, Dusty Shepherd, Dr. Michael Murders Michele Hildreth, Linda Lephiew, Bill Fowler, James Virden, Mike Roberts, Heath Waldrop, Phillip Shackelford Valerie Nation, Caroline Hammond and Ann Southall, recorder.
- b. **The following committee members were excused:** Moriah Hicks
- c. **The following committee members were absent:** None
- d. **The following guests attended the meeting:** Dr. Bentley Wallace, Cynthia Reyna, Dr. Carolyn Langston, Kanasha Evans, Ray Winiecki, Brooks Walthall, Justin Murphree

**III. Approval of minutes–**

- a. January 17, 2020 – Motion to approve by Bill Fowler - Motion passes
- b. February 21, 2020 – Motion to approve by Mike Roberts – Motion passes

**IV. Old Business** – None

**V. New Business** –

- a. Michele Hildreth – Announced and discussed Administrative Professional Development Classes
- b. Vice Chair position – Motion by Philip Shackelford – Mike Roberts elected as Vice Chair and accepted position
- c. Recorder position – Ann Southall will continue

**VI. Actions** –

- a. **Facilities, Energy and Safety – Philip Shackelford, Chair** – No Report
- b. **Human Resources – Michael Roberts, Chair** –

1. **APM 2.52 – Remote Work (Telecommuting) – Attached with revisions** – After discussion, motion passes to accept as amended.

- c. **Institutional Technology Advisory – Linda Lephiew, Chair** – No report
- d. **Professional Development – Moriah Hicks, Chair** – No report

**VII. Discussions –**

- a. **Facilities, Energy and Safety – Philip Shackelford, Chair** – Tim Kirk reminded everyone about the facilities survey.
- b. **Human Resources – Mike Roberts, Chair** – No report
- c. **Institutional Technology Advisory – Linda Lephiew, Chair** – No report
- d. **Professional Development – Moriah Hicks, Chair** – No report

**VIII. Announcements –**

- a. **Facilities, Energy and Safety –Philip Shackelford, Chair** –No report
- b. **Human Resources – Mike Roberts, Chair** – will meet 2<sup>nd</sup> Thursday of each month at 3:30 pm
- c. **Institutional Technology Advisory – Linda Lephiew, Chair** – No report
- d. **Professional Development – Moriah Hicks, Chair** – No report

**IX. General Announcements –**

- a. Tim Kirk – reminder with the current shared governance structure, we have a continuing problem with lack of quorum on committees. Noted that Facilities, Energy and Safety Committee has not had action because of lack of quorum.

**X. Adjournment** – Adjourned at 11:21

*Minutes submitted by: Ann Southall, Recorder*

## **2.52 Remote Work (Telecommuting)**

### **Chapter Two: Personnel Procedure**

**Title: Remote Work**

**Based On: Policy 3**

**Procedure Number: 2.52**

**Date Adopted/Revised: TBD**

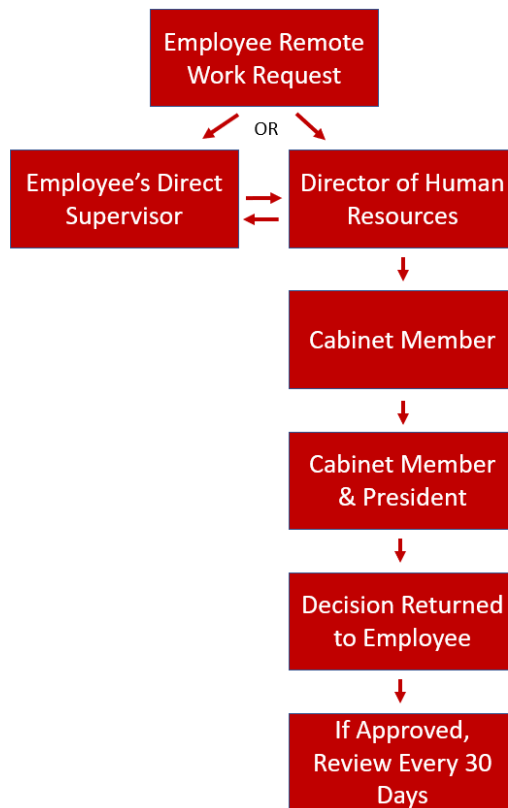
- I. This procedure is established to ensure that all essential South Arkansas Community College (SOUTHARK) services remain available to those who depend on them. The purpose of this procedure is to outline provisions covering remote work for employees of the College.
- II. DEFINITION OF TERMS:
  - A. Telecommuting: Telecommuting is a work arrangement that allows an eligible employee to work one or more days at an alternate location instead of commuting to a SOUTHARK work site. The telecommuting arrangement can be a set schedule or variable/upon request. Telecommuting employees have an assigned work location, e.g., office or cubicle, at a SOUTHARK worksite.
  - B. Remote Work: Remote work allows an eligible employee to work entirely at an alternate work location other than a SOUTHARK worksite. In most cases, this is the employee's home. Remote work can occur anywhere in the United States. In most situations, the employee will not have an assigned SOUTHARK worksite, e.g., individual office or cubicle. Where the employee is originally hired to work remotely, the employee may not have the option to discontinue the remote work arrangement and request a work location at a SOUTHARK worksite without the agreement of the Division Vice President or the President.
  - C. Exempt Employees: Exempt employees are defined as employees who, based on duties performed and the manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. Exempt employees are paid an established monthly salary and are expected to fulfill the duties of their position(s) regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not

required to adhere to strict time, record keeping, and attendance rules for pay purposes. Exempt titles are identified in SouthArk wide title and Pay scales.

- D. Non-Exempt Employees: Non-exempt employees are defined as employees who, based on duties performed and the manner of compensation, are subject to all FLSA provisions. Non-exempt employees are required to account for time worked on an hourly and fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time-and-one-half) rate. Non-exempt titles are identified in SouthArk wide title and Pay scales.

### III. DETERMINATION OF ELIGIBILITY

- A. Approval of an employee to work remotely or telecommute is at the discretion of respective Cabinet member. There are several factors that must be considered prior to approving a remote work request, including type of employee, type of work performed, and location of the alternate worksite. The medical exigency of the employee's (or family member's) situation, operational needs of the department, other employees working in the same area, and the overall impact on the operational continuity of the college.
- B. Requests for remote work consideration should be routed to the employee's direct supervisor and/or the Director of Human Resources. If the request is received by the direct supervisor, the supervisor will forward the request to the Director of Human Resources. The Director of Human Resources will document the request, notify the direct supervisor (if the initial request was to HR), and forward the request to the appropriate Cabinet member. The Cabinet member will consult with the college President to determine a response to the request. The final decision regarding the request will be communicated to the requesting employee by the Cabinet member.
- C. Approved requests will be re-evaluated every thirty (30) days from the original date of approval or more frequently as determined by the respective cabinet member.
- D. Below is a flow chart that depicts visually the changes above:



- E. Type of Employee Position - In general, full-time employees in exempt positions may be approved to work remotely or telecommute. Employees in a non-exempt position may be approved for an alternate work location. If a department wishes to hire or approve an employee in a non-exempt position to work remotely or telecommute, the department supervisor should contact the Human Resources Director to discuss the potential risks and identify sufficient controls that will need to be in place to ensure compliance with applicable time reporting and overtime requirements in managing the non-exempt employee at an alternate work location in accordance with SOUTHARK procedures and state and federal law.
- F. Type of Work Performed - The type of work that an employee performs is also a factor in determining the appropriateness of approving an alternate work location. In general, job duties that involve analytical work, research, advising or computer-oriented duties (data entry, web page design, word processing, programming) may be the most appropriate types of work to be performed at an alternate work location. Job duties that are unsuitable to be performed at an alternate work location include duties that require in-person interaction, direct supervision or access to material that cannot leave college property, e.g., protected or confidential data or documents.

Regardless of the type of work performed, the employee must be able to fully perform the job duties during scheduled hours of work. The employee must have a satisfactory or better performance rating and a good attendance record. Employees should not be approved to telecommute or remote work in response to an inability to get to work on time or consistently. Employees should also not be approved to work at an alternate work location so that they are able to provide child care or other caregiving at the same time they are expected to perform their assigned duties.

- G. **Mandated Employment Notices & Posters - Remote Workers**  
Employees who work remotely should be provided with the legally required mandatory employment notices and posters. The employee is responsible for posting these documents at the alternate work location. (Employees who telecommute have access to these mandatory posters and pamphlets in their SOUTHARK worksite and, therefore, do not need to be provided this information.) The posters are located in the Human Resources tab of My Campus.

#### IV. EQUIPMENT AND SERVICE EXPENSE REIMBURSEMENT

- A. An employee who will telecommute or work remotely is responsible for providing, maintaining and repairing employee-owned equipment in addition to paying for electronic service expenses used at the alternate work location at personal expense.
- B. If the employee requests equipment, the department supervisor and Division Vice-President must approve the request to provide equipment, with the assistance of the Human Resources Director, as reasonable and appropriate in a particular circumstance, the department should ensure that any equipment issued is consistent with applicable college procedure.
- C. The College will provide for repairs to SOUTHARK owned or leased equipment.
- D. The use of equipment, software, data supplies and furniture when provided by the college for use at the remote work location is limited to authorized persons and for purposes relating to company business.
- E. Electronic equipment may be provided when available. Loaner equipment will vary in performance and configuration. Loaners must be returned upon request.

- F. Office supplies will be provided by the college as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's direct supervisor.

## V. WORKSPACE

- A. The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking.
- B. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
- C. The employee's direct supervisor or college designated official must approve the site chosen as the employee's remote workspace.
- D. The employee is expected submit a photo of the home workspace to the direct supervisor prior to implementation.
- E. Any college materials taken home should be kept in the designated work area and not made accessible to others, unless authorized and restricted to college related business.
- F. The College has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve company-owned equipment, software, data or supplies.

## VI. COMPENSATION AND WORK HOURS

- A. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.
- B. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.
- C. During work hours and while performing work functions in the designated work area of the home, teleworkers are covered by worker's compensation.

