

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
TELECOMMUTING GUIDELINES FOR LED FASTSTART**

<b>Authority:</b> LCTCS President	<b>Original Adoption:</b> March 31, 2023
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**I. PURPOSE**

To establish telecommuting guidelines for Louisiana Community and Technical College System (LCTCS) employees at Louisiana Economic Development (LED) FastStart.

The LCTCS and LED consider telecommuting as a viable alternative work arrangement where the employee, the job duties, and the supervisor are best suited for such an arrangement. The LCTCS and LED aim to increase efficiencies while sustaining the recruitment and retention of highly qualified employees. Telecommuting is not an entitlement; it must serve the best interest of LCTCS and LED; and by no means changes the terms and conditions of employment.

**II. APPLICABILITY**

These guidelines shall apply to all LCTCS employees at LED FastStart.

**IV. DEFINITIONS**

1. **Primary Worksite:** The employee's usual worksite. LED Fast Start employees' primary worksite is the Louisiana State Iberville Building, 627 N. 4<sup>th</sup> Street, Baton Rouge, LA 70802, unless specifically addressed elsewhere in employee's terms of employment.
2. **Responsible Agencies:** LED FastStart has two responsible agencies to which LED FastStart guidelines comply – Louisiana Community and Technical College System (LCTCS) and Louisiana Economic Development (LED).
3. **Telecommuting:** A flexible work agreement in which an employee performs the duties and responsibilities of their position from an approved alternative worksite.
4. **Telecommuting Agreement:** A written agreement between an LED FastStart employee, their immediate supervisor, the Department Head (LED FastStart Executive Director), and the LCTCS Appointing Authority. This agreement shall include the agreed upon telecommuting schedule and location.
5. **Telecommuting Location / Alternative Worksite:** An approved worksite other than the employee's primary worksite, in which an employee is authorized to conduct business. Most often, the alternative worksite is the employee's home.

## **LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM TELECOMMUTING GUIDELINES FOR LED FASTSTART**

### **V. ELIGIBILITY FOR REMOTE WORK/TELEWORK**

#### **1. Position Eligibility**

A position that is suitable for telecommuting which has responsibilities that can be performed from an alternative worksite without affecting service quality or organizational operations. LCTCS HR will work with supervisors to determine which positions are eligible. Factors in considering suitability may include, but are not limited to:

- a. Nature of the work performed;
- b. Efficiency of work processes;
- c. Impact on ability to provide quality customer service;
- d. Utilization of office space;
- e. Utilization of technology;
- f. Effectiveness of existing project teams; and
- g. Impact on budget and fiscal resources.

#### **2. Employee Eligibility**

Telecommuting is strictly voluntary and is available as long as the employee is deemed eligible at the discretion of the LCTCS. An employee who has been employed for at least 90 days may be eligible for telecommuting. Factors in considering eligibility may include, but are not limited to:

- a. Employee's length of service with the agency;
- b. Employee's work performance; No employee with less than a successful evaluation shall be eligible for telecommuting;
- c. Employee's ability to function independently;
- d. Employee's ability to provide technology resources as outlined herein

### **VI. TELECOMMUTING AGREEMENTS**

Formal telecommuting agreements are work agreements in which the employee has received approval to work from an alternative worksite. For continuity of operations and specific business requirements, management may restrict telecommuting days for a specific unit or division to "fixed" telecommuting days (e.g., every Tuesday), or prohibit telecommuting on specific days (e.g., board meeting days) or time of year.

### **VII. COMPLIANCE WITH POLICIES**

Employees who participate in telecommuting shall comply with all the LCTCS policies and applicable Federal and State Laws while working from an alternative worksite. This includes, but is not limited to, the use of leave, timely reporting of accidents/injuries, appropriate use of computer equipment and refraining from prohibited behavior of a sexual, harassing or discriminatory nature.

## **LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM TELECOMMUTING GUIDELINES FOR LED FASTSTART**

### **VIII. AVAILABILITY AND PERFORMANCE EXPECTATIONS**

During telecommuting, all official business responsibilities, objectives, goals and deadlines shall be maintained. Telecommuting employees are expected to maintain productivity and quality of work as though they were working from the primary worksite. They must adhere to performance standards as established by the LCTCS and LED management.

Employees must be free from distractions while telecommuting. Telecommuting employees may not engage in personal business during working hours for any purpose in which leave (annual, sick, FMLA, etc.) would otherwise be required.

Telecommuting employees are required to promptly return voicemail, calls or messages. They are expected to attend scheduled meetings virtually, respond to emails, instant messaging and other forms of communication in a timely manner.

The expectation is that supervisors are to ensure proper personnel coverage in their area of responsibility. At times, supervisors may need to require an employee to work in the office on a day that is normally their telecommuting workday.

### **IX. TELECOMMUTING LOCATION / ALTERNATIVE WORKSITE**

#### **1. Worksite Location**

Employees shall designate their telecommuting location on the LCTCS Telecommuting Agreement. Any circumstances requiring a change in location shall be brought immediately to the attention of the employee's supervisor.

#### **2. Worksite Conditions**

The telecommuting location shall be a clean, safe, and dedicated workspace. The location shall be able to accommodate equipment necessary to perform employee's job. An employee may be required to provide documented compliance as deemed necessary.

#### **3. Worksite Liability**

The LCTCS and/or LED will not be liable for damages to the employee's property resulting from telecommuting work. By signing the LCTCS Telecommuting Agreement, the employee agrees to hold the State harmless against all claims, excluding workers' compensation claims. The employee accepts responsibility for maintaining the security, condition and confidentiality of agency equipment and materials (including but not limited to files, applications, manuals, forms, etc.). Furthermore, the employee is responsible for ensuring there is no unauthorized use of equipment.

#### **4. Workers' Compensation**

The telecommuting location is considered an extension of the employee's primary workplace; therefore, workers' compensation coverage will continue to exist for the employee when performing official work duties in the designated area of the alternative worksite during approved remote work hours. Any work-related injuries must be reported to the employee's supervisor immediately.

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
TELECOMMUTING GUIDELINES FOR LED FASTSTART**

**5. Operating Costs**

The LCTCS and/or LED will not be responsible for operating costs, maintenance, or any other incidental costs to the employee's alternative worksite (e.g., utilities). The LCTCS and/or LED will not pay for phone, internet service or repair, technical support or maintenance of personal equipment such as home networking connectivity, routers, modems, etc.

**X. USE AND SECURITY OF EQUIPMENT**

**1. Equipment Use**

LED FastStart will provide state-owned laptops to employees participating in telecommuting agreements. The use of a personal laptop or computer for purposes of telecommuting work is prohibited. Employees are allowed to use personal printers and monitors. Telecommuting employees are responsible for obtaining reliable phone service and high-speed internet connections. These connections must be maintained for the duration of the telecommuting agreement.

**2. Equipment Safety/Maintenance**

Telecommuting employees are required to adhere to all the LCTCS and/or LED Information Technology Policies while using state-owned equipment.

Use of LED FastStart equipment and networks is for official business purposes only and must comply with all applicable laws, policies and protocols. Personal use of these items is prohibited, even during non-working hours. Telecommuting employees shall immediately inform their supervisor of any equipment failure, VPN issues, repair or other issue that prevents them from conducting their work.

LED FastStart will be responsible for maintaining and repairing equipment supplied to the telecommuting agreement. If any in-person service or support is necessary, the employee will be responsible for bringing the equipment to the physical office building. The LED Office of Technology Services ARM shall not make "alternative worksite calls" for equipment setup or service.

Should there be a delay in the repair or replacement of equipment, the telecommuting employee may be required to return to the physical office building until the situation is resolved.

**XI. OFFICIAL OFFICE CLOSURES**

Office closures may be declared for a specific building, city/town, parish, or the entire State (i.e., for hazardous weather, road conditions). A telecommuting employee's official worksite is the agreed upon location indicated on the LCTCS Telecommuting Agreement form. Otherwise, the official worksite will be the primary worksite. An employee may only have one worksite on any given workday.

**LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
TELECOMMUTING GUIDELINES FOR LED FASTSTART**

**1. Primary Worksite Closure:**

- a. Employee is working at primary worksite, then special leave is used.
- b. Employee is telecommuting and not at primary worksite, then employee is expected to continue to work.

**2. City/Town or Parish Closure:**

- a. Employee is working in closed city/town or parish, then special leave is used.
- b. Employee is telecommuting in a non-closed city/town or parish, then employee is expected to continue to work.

**XII. TERMINATION OF TELECOMMUTING AGREEMENT**

The LCTCS may terminate, with or without cause a telecommuting agreement. Rescission of the agreement for a position or employee to telecommute is a business decision and not a disciplinary measure. All decisions will be final.

In the event a telecommuting employee leaves employment or for any reason the telecommuting agreement is terminated, the employee agrees to return all agency equipment, supplies, and work documents to the LED FastStart Building within 48 hours, or a reasonable, mutually agreed upon time period. If the employee fails to return all property, they shall reimburse LED FastStart for all unreturned property.

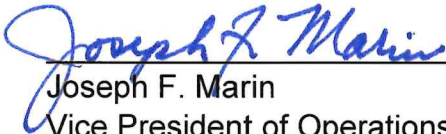
**XIII. QUESTIONS**

Questions regarding these guidelines should be directed to LCTCS Human Resources and/or LED Human Resources.

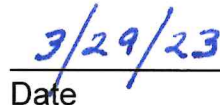
**XIV. EXCEPTIONS**

Exceptions may be granted by the LCTCS Appointing Authority.

**AUTHORIZING SIGNATURES:**

  
\_\_\_\_\_  
Joseph F. Marin

Vice President of Operations  
Appointing Authority

  
\_\_\_\_\_  
Date