

## Telecommuting Guidelines

### 1. General

The purpose of telecommuting guidelines is to allow employees to work from home or at alternate work locations for all or part of their workweek. Telecommuting arrangements are not a right or entitlement of employment – they are discretionary and subject to operational needs. Telecommuting arrangements can be rescinded at any time with appropriate notice. There is no appeals process when a Telecommuting arrangement has been denied or rescinded.

- Employees are expected to maintain a presence with their department/division/school while working remotely. Presence may be maintained by using appropriate technology including but not limited to a computer, email, phone, video conferencing, instant messaging, Google sheets, and/or text messaging. The employee and supervisor will agree on how to handle communications and messages. The employee is expected to maintain the same response times as if they were at their regular Mercy location and will make themselves available via appropriate technology to participate in scheduled work meetings as required and/or requested.
- College work should be performed by the employee only.
- The College is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.
- Appropriate safety practices should be implemented in the home environment while conducting business. Work-related accidents should be reported to Human Resources at [HR@mercy.edu](mailto:HR@mercy.edu).
- Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches. Employees on a telecommuting arrangement should take the required meal and/or rest periods. Please contact Human Resources at [HR@mercy.edu](mailto:HR@mercy.edu) if you require leave or other accommodations relating to child care.

### 2. Abide by All College Policies

- Employees must track and report hours worked as they normally would, including obtaining approval for and tracking of overtime, as well as the use of sick and leave time. The number of hours worked should be consistent with the operational needs of the College. Attendance and expense reports should be submitted in accordance with established payroll and accounting guidelines and deadlines.
- Employees are required to continue to follow all College policies and procedures as outlined on the College's website and Mercy Connect, as well as those outlined in the Faculty Handbook and other official College documents, including but not limited to, the Policy on Equal Opportunity and Non-Discrimination, the Policies and Procedures Relating to Sexual Misconduct, Policy on Acceptable Use of Computer and Network Resources, Employee Leave and Paid Time Office Policy, and FERPA, which can be found at <https://www.mercy.edu/about-mercy/mercy-policy>.

This means:

- Employees are to maintain confidentiality of employee and student records.

- Employees should provide a secure location for college-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than College business; and that the College is entitled to reasonable access to its equipment and materials.
- For union members, the College will continue to follow the collective bargaining agreements with regard to compensation, health and safety, accrual of benefits, leaves of absences, work schedules and other relevant areas that impact terms and conditions of employment, until otherwise directed.

Please [click here for an attachment](#) on practical tips for working from home.