

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Telework Arrangement</b>		<b>SOP #: HR.031.00</b>
Effective Date	03/18/20	
Last Revision/Review	12/01/21	

### **1. Purpose**

In the event of an emergency such as a weather disaster or pandemic, Burrell College of Osteopathic Medicine “Burrell or Burrell College” may allow or require employees to temporarily work from home to ensure business continuity. Individual employees may also request telework arrangements outside of an emergency situation, subject to required approvals.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Employee submit their request for the need for an emergency telework arrangement.

Supervisor and Office of Human Resources review and/or approve and submit for final approval or denial to the Dean and/or President.

### **4. Definitions/Abbreviations**

Telecommute/Telework Arrangement-Situation where an employee is approved to perform regular work duties from home.

Telework Agreement-Agreement signed and approved by both the employee and supervisor, which layout the expectations during the telework period.

### **5. Procedural Steps**

1. In the event of the need for telework arrangement, the employee will submit their request to their supervisor.
2. Supervisor will communicate the request and approval/denial to the Office of Human Resources.
  - a. If supervisor approves, HR will forward to the Dean and/or President for their review/approval.
  - b. If supervisor does not approve, HR will notify the Dean and/or President of the request and the denial by supervisor with supporting reason. The supervisor will then notify the employee that they do not approve the request and the supporting reason.
3. If approved, the employee will be provided with a Telework Agreement for their review and signature.
  - a. Employee will need to document all Burrell owned equipment they will be checking out to utilize at home on the agreement.
  - b. Employee will present agreement to their supervisor for signature and turn in the completed agreement to the Office of HR prior to them going out on a telework arrangement.
4. While out on a telework agreement, the employee is responsible for their own timekeeping.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- a. Non-exempt employees should clock in and out just as they would if they were working in the regular building location. Off the clock work is not permitted for any reason.
  - b. Non-exempt and Exempt employees would continue to request needed time off through Greenshades as necessary.
5. Regular communication is required between the employee and their supervisor while out on a telework arrangement.
  6. Burrell College and/or the employee has the right to cancel any telework arrangement at any time with or without notice.

### **6. Reports/Charts/Forms/Attachments/Cross References**

Primary Telework Agreement Form

### **7. Maintenance**

To be reviewed annually by the Office of Human Resources.

### **8. Signature**

Signature on File

4/5/2022

Executive Director, Human Resources

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			