



Campus Teleworking Guidelines

Purpose:

To set the guidelines to be used for teleworking at Fond du Lac Tribal & Community College.

Policy Language:

In accordance with Minnesota Management and Budget (MMB) HR/LR Policy #1422, Fond du Lac Tribal and Community College has adopted the following guidelines related to staff teleworking. According to MMB, telework is not an expressed or implied employee right or benefit, but a staffing and work arrangement at the discretion of the agency. FDLTCC believes employees can better serve students in an in-person format, and the expectation is that employees will report to work on-site.

There may be COVID related issues where telework may be approved. Examples of reasons telework may be approved include, but are not limited to the following:

- Quarantining while waiting for a COVID test.
- If an individual must stay home for childcare reasons while the childcare facility is closed for COVID reasons.
- Quarantining if a household member has tested positive for COVID.

Employees must be well enough to work otherwise it is expected that leave will be used.

If an employee has extenuating medical circumstances that requires them to be off campus, they may request to telework through the HR Office. Their request will be reviewed, and a recommendation made.

If there is an essential work function that must be completed in order to provide prompt services to students, the employee may be asked to work while at home provided they feel well enough to do so.

FDLTCC Core Values:

Respect – see all in the fullness of their unique humanity

Integrity – stand firmly in who we say we are

Stewardship – see the preciousness and finite nature of our resources

Innovation – work and problem-solve creatively

Compassion – seek to understand in a caring way

Does This Policy Have a Procedure?

Yes, if teleworking is approved by the President, an agreement will be set up between the supervisor and the employee using FDLTCC's teleworking agreement provided by the Human Resources Department. The agreement will be held in the employee's personnel file.

List Related Policies, Procedures or Forms:

None

Date Policy was Originally Adopted: February 22, 2022

Responsible Division/Author: Human Resources/EHRO

Review Date(s):