



SHORT-TERM TELECOMMUTING PROCEDURE (HUM-P047)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for telecommuting in the event an emergency or planned time.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Principal/Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Office

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 IT: Information Technology

5.0 PROCEDURE:

- 5.1 In the event of an emergency or a planned time period associated with summer hours, or approved leave of absence CMCSS may require/authorize certain employees to work remotely. These employees will be advised of such requirements by their Principal/Supervisor.
 - 5.1.1 The employee and principal/supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs (such as hardware, software, phone and data lines), workspace design considerations and scheduling issues. Preparations should be made by employees and supervisors in advance to allow remote work in emergency circumstances.
- 5.2 Where telecommuting is deemed appropriate, the telecommuting agreement ([HUM-F116](#)) will be signed by the employee and his or her principal/supervisor. The agreement will be forwarded to Human Resources Department for placement in employees personnel file.
- 5.3 The CMCSS IT department will facilitate the coordination of equipment needs with employees and provide support to employees in advance and during emergency telework situations/planned summer hours to the extent available and attainable.
- 5.4 The employee will establish an appropriate work environment within his or her home or agreed upon telework location for work purposes. CMCSS will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- 5.5 Nonexempt Employee will complete the Telework Log ([HUM-F117](#)) for the duration of the telecommuting. The log will be submitted to the supervisor on a weekly basis via e-mail. If e-mail is not an option, specific arrangements will be made with the supervisor.
- 5.6 If an employee is approved to telework while on leave, this approval process and telework log are completed as part of the leave portal.



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6.0 ASSOCIATED DOCUMENTS:

[HUM-A021](#): Leave Due to Inclement Weather and Other Emergencies

[HUM-F116](#) Short-Term Telecommuting Agreement

[HUM-F117](#) Telework Log

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Personnel File	Hard Drive/Docuphase	Perpetual	Permanent	Back to Server

8.0 REVISION HISTORY:

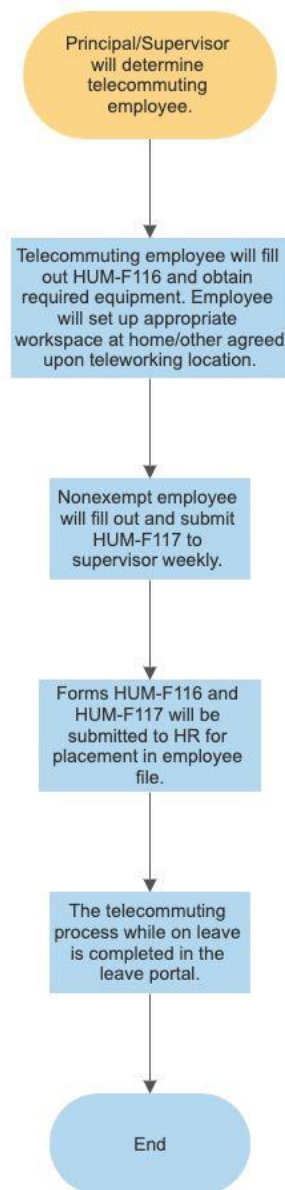
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/19/20		Initial Release
4/16/21	A	Updated procedure throughout to reference "planned summer hours" to reflect changes to procedure to accommodate remote days during the summer.
4/20/23	B	Added approved leave of absence.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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End of Procedure