# WESLEY THEOLOGICAL SEMINARY
## TELECOMMUTING GUIDELINES

1.  Managers must communicate in advance what assignments or tasks are appropriate to be performed while telecommuting.

2.  All forms of information (electronic, conversations) must be kept secure and confidential.   Best practices include:
    a.  Installing antivirus software; update the software & virus definitions weekly and scan for new viruses at least weekly.  Many products are available for internet security and Windows now includes a basic firewall.  Here is a link to some of the favorites: https://www.trustedantiviruscompare.com/best-antivirus-software?gclid=EAIaIQobChMI8NLes_iX6AIVgZyzCh3gpQroEAAYASAAEgKj1PD_BwE
    b.  Use a personal firewall if using a DSL or cable modem
    c.  Disabling or restricting file sharing

3.  Managers and supervisees must define:
    a.  Hours the employee is expected to work each day. Depending on the nature of employee positions and workflow of the office, it may be determined that flexibility of the fulfillment of hours is allowable.
    b.  List of general duties to be performed while telecommuting.

4.  The employee is responsible for:
    a.  Maintaining the telecommuting site in a manner free from health or safety hazards that could endanger the employee, his/her family or others.
    b.  Notifying the manager immediately about any safety or ergonomic concerns at the telecommuting site.  Health or safety hazards may result in immediate suspension of the telecommuting site.
    c.  Taking reasonable steps to protect any Seminary property from theft, damage or misuses. This includes maintain data security and record confidentiality to at least the same degree as when working at the regular Seminary worksite.  All Wesley Theological Seminary FERPA and other compliance policies and procedures, including those for handling the physical and electronic security of student records, remain in effect as if the employee were working at the regular Seminary worksite and will be provided to the employees.
    d.  Remaining in touch with students, colleagues, and management as directed by the department.

5.  The employee may not duplicate Seminary-owned documents and will comply with the licensing agreements for all use of software owned by the Seminary.  Depending on the circumstances, the employee may be responsible for any damage or loss of Seminary property.

6.  The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while telecommuting.  In cases when the home and the designated workplace are the same, workers' compensation will not apply to non-job-related injuries that might occur in or outside the home or for incidents that occur outside of work hours. The employee must report job-related injuries to his/her supervisor as soon as possible and seek treatment from authorized medical care providers consistent with Seminary policy.

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