

# ALTINBAŞ UNIVERSITY

## STAFF TELECOMMUTING POLICY AND PROCEDURE

### PART I

#### OBJECTIVE, SCOPE, RESPONSIBILITIES AND DEFINITIONS

##### 1. OBJECTIVE

This Policy was designed to regulate telecommuting for Altınbaş University Academic and Administrative Staff Employee Telecommuting in order to help them achieve and maintain a healthy work/life balance.

##### 2. SCOPE

This policy and procedure applies to all Altınbaş University administrative and academic staff.

##### 3. LEGAL BASIS

This policy and procedure has been drawn up on the basis of Article 14 of Turkish Labour Act No. 4857 and the provisions of sub-article (4) of article 7 of Altınbaş University Academic Staff Directive.

##### 4. RESPONSIBILITIES

All employees of Altınbaş University shall be responsible for abiding by the provisions set out by this Policy. Department Heads/Managers or Supervisors shall be responsible for ensuring that employees follow the provisions of this Policy and Procedure.

##### 5. DEFINITIONS

5.1 **University:** Altınbaş University

5.2 **Employee:** Each member of administrative and academic staff at Altınbaş University

5.3 **Administrative Staff:** Employees hired by Altınbaş University to work in administrative positions.

5.4 **Academic Staff:** Academic personnel, also known as faculty or academic staff, are the staff of a University, including professors of various ranks, lecturers, instructors and/or researchers.

5.5 **Alyans System:** An online platform designed to maintain communication and collaboration among university members.

5.6 **Primary Supervisor:** The manager responsible for controlling or administering a group of staff.

5.7 **Normal Working Hours:** Standard hours of work employees are required to work in a day or a week.

5.8 **Telecommuting:** Telecommuting, also known as working from home, mobile work or telework, is a flexible work arrangement in which employees work outside the office, often from home or elsewhere close to home for all or part of their regular/normal work schedule, making use of the Internet, email, and telephone.

5.9 **Telecommuting Days:** Days on which employees are allowed to telecommute.

## **PART II**

### **POLICY FRAMEWORK AND ELEMENTS**

#### **6. POLICY FRAMEWORK**

- 6.1 The jobs that do not require physical presence in the office and that can be performed making use of remote communication tools and technical infrastructure equipment without hindering the work continuity are considered suitable for telecommuting.
- 6.2 Employees may be entitled to a maximum of 4 days per month for telecommuting, maximum 1 day per week.
- 6.3 On days when employees works from home, they shall be accessible for their entire normal work schedule and capable of effectively using the necessary technical infrastructure required for communication with the office, co-workers, supervisors etc.
- 6.4 The employees shall not telecommute in case of critical meetings and agendas, face-to-face discussions, periodical collaborative work, or when their primary supervisor prefer them to be physically present in the office depending on the supervisor's work schedule.
- 6.5 Telecommuting employees shall follow the University rules and principles concerning data and information security.
- 6.6 Telecommuting employees shall not receive any compensation for food or transportation expenses.
- 6.7 The employee and the supervisor shall achieve full consensus that telecommuting will not impede getting their work done properly and on time work.
- 6.8 Telecommuting employees shall work in accordance with their normal full-time work schedule even though they are not physically present in the office.
- 6.9 A written approval process exists for telecommuting. Telecommuting is subject to a written approval from the telecommuter's Primary Supervisor.
- 6.10 Telecommuting arrangement does not involve the University President, Vice-Presidents, and Deans, Directors of Graduate Studies, Secretary General, Heads of Administrative Departments and other specified administrative personnel.
- 6.11 Telecommuting employees carry out the same tasks and responsibilities they are entrusted with in when working in the office.

#### **7. POLICY ELEMENTS**

- 7.1 Employees are allowed to work from home only on the following days: Tuesday, Wednesday and Thursday. Employees shall not telecommute on Monday and Friday.
- 7.2 Upon request, employees can be allowed to telecommute for a maximum of 4 days per month, maximum 1 day per week.
- 7.3 An approval process for telecommuting must be completed online. The employee requesting telecommuting shall submit an online request form to his/her Primary Supervisor. The form must be

filled out online on Alyans, on the “Uzaktan Çalışma” (Telecommuting Screen). Copies of the digitally approved request forms shall be wet-signed by the employer and the primary supervisor, and then shall be submitted to the Department of Human Resources.

7.4 Telecommuting requests shall be submitted monthly or weekly for the current and the following month.

7.5 In the event that telecommuting employees do not complete their normal work schedule, the missing hours will deducted from the employee’s leave days. This process shall be performed in accordance with the provisions of the relevant directives. For telecommuting employees who are not entitled to annual leave yet, shall be deemed to have taken unpaid leave.

7.6 Except for meal/lunch breaks, all telecommuting employees shall be on the job during their work hours.

7.7 Employees shall not be allowed to telecommute on half-days, national or public observances or holidays due to special occasions.

### **PART III**

#### **FINAL PROVISIONS**

#### **8. ASSIGNMENT AND RESPONSIBILITIES**

8.1 Telecommuting shall be granted to employees upon recommendation from the employer’s supervisor and the President’s approval. Telecommuting dates shall be specified on the request form.

8.2 Employees themselves, their Primary Supervisors and Head of Human Resources shall be responsible for ensuring that employees follow the provisions of this Policy and Procedure.

#### **9. EFFECTIVE DATE**

9.1 This policy and Procedure shall become effective immediately on adoption by the members of the University Senate.

#### **10. ANNEXES**

10.1 Alyans Telecommuting Request Guidelines

10.2 Telecommuting Request Work Flow Chart

<b>Legal Bases of this Policy</b>			
<b>Relevant Board/Committee</b>	<b>Date of Decision</b>	<b>Decision No.</b>	<b>Decision Article</b>
University Senate	29/01/2019	2019/01	Decision 5
Board of Trustees	08/02/2019	2019/02	Decision 17

## Uzaktan Çalışma Talebi

Phase

Çalışan

Alyans sistemi üzerinden «uzaktan çalışma talebi» formu oluştur

ONAYLANMIŞ  
REDDEDİLDİ  
(GEREKÇE BELİRT)

Birinci Yönetici  
(Birim Yöneticisi)

Gelen talebi Alyans «onayımı bekleyenler» ekranından değerlendirir onayla/red det

ONAYLANDI

İnsan Kaynakları Daire  
Başkanlığı

Alyans sisteminde «onayımı bekleyenler» ekranından gelen uzaktan çalışma talebinin ıslak imzalı formunun İKDB'na ulaşmış olduğunu kontrol et onayla/red det

ONAYLANDI

Islak imzalı sistem formunu özlük dosyasında arşivle

ISLAK İMZALI FORM GELMEDİYSE REDDET

ISLAK İMZA

ONAYLANMIŞ FORMUN İSLAK İMZALI NÜSHASINI İKDB'NA TESLİM ET