

TITLE:	Telework
NUMBER	497
APPROVED BY	Board of Trustees
DATE	June 14, 2023

Telework refers to an arrangement where an employee regularly works from home or from another non-college location in lieu of completing regular job duties and responsibilities that would typically be performed from the physical campus.

Depending on the details of the arrangement, telework may constitute either a portion of the employee’s work schedule or all of it.

The College allows the use of telework arrangements and flexible scheduling within the bounds of good public practice, operational needs, and resource limitations.

Telework is designed to support a strategy that maximizes employee productivity and performance, regardless of the work location, when the duties of the position allow. Telework may be considered for recruitments for high-demand positions as identified by college administration and in alignment with telework procedure.

Telework should be incorporated into the continuity of operations plans, as referenced in the College’s comprehensive emergency management plan.

Requests for telework assignments are to be made following the process outlined in the telework procedure (procedure 755). For faculty, telework requests are only required when requesting telework arrangements in lieu of on-campus presence requirements per the negotiated faculty agreement. The determination of whether an employee is eligible and approved for telework will be made in accordance with this policy, related procedure, and the department’s operational needs.

Provisions of this policy, and related procedures, are not intended to alter or supersede any existing collective bargaining agreements.