

## **Board Policies**

### **PERSONNEL**

#### **329.00 TELECOMMUTING**

Cowley College considers telecommuting to be a viable alternative work arrangement in certain circumstances which, when properly implemented and administered, benefits both the College and the telecommuter. The college defines telecommuting as a work arrangement in which some or all of the regularly scheduled work is performed at an off- campus worksite.

Telecommuting is a voluntary work alternative (unless specifically stated as a condition of employment) that may be appropriate for certain positions subject to college approval. Cowley College allows telecommuting on an individual case basis. Before a department and an employee may enter into an agreement, a Vice President of the respective area and/or President must authorize the individual to work from a remote site.

Telecommuting is not an entitlement; it is not a college wide benefit; and it no way changes the basic terms and conditions of employment with Cowley College. Employees remain obligated to comply with all policies, practices and instruction. Failure to do so may result in the termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment.

#### **Eligibility**

A job function acceptable for telecommuting is one that can be performed at a remote site without diminishing the quality of work or disrupting the productivity of an office. An employee interested in telecommuting must meet the following eligibility criteria:

- Have a demonstrated ability to work well with minimal supervision;
- Have a thorough knowledge and understanding of the job tasks and operations for which they are responsible;
- Have a history of reliable and responsible accomplishment of work duties; and
- Have demonstrated an ability to independently establish priorities and manage time.

#### **Approval**

Employees who wish to telecommute must obtain approval and complete the Telecommuting Agreement from their supervisor, respective Administrative Council member, and the President of the College. The employees request must be approved by the appropriate Vice President and/or President. The approved document serves as a telecommuting agreement between the College and the employee.

The Director of Human Resources will maintain records of all telecommuting agreements.

Adopted: September 16, 2024