

# Telework

Isothermal Community College maintains that an employee's central workplace is a college location that is owned and operated by the College or a site that is the assigned place of work or primary workstation. A telework agreement may be established when it supports the effective and efficient fulfillment of position responsibilities and is mutually beneficial to both the college and the employee. This policy defines telework, indicates the requirements for formal Telework Agreements and outlines the responsibilities of both teleworkers and the college. This policy does not include requests to work remotely as an accommodation for a disability. Employees requesting a telework arrangement due to a disability should be directed to Human Resources to discuss potential workplace accommodations in accordance with the Americans with Disabilities Act. For guidance related to work during a weather emergency, see Policy 306-02-06 BP.

Telework is defined as any work arrangement that allows employees to perform work during any part of regular, paid hours outside of their primary workstation at an approved alternate location, pursuant to an approved Telework Agreement.

Approval of telework arrangements will be made on a case-by-case basis. The nature of the work performed, the employee's past work performance, as well as the telework location must be taken into consideration to determine telework feasibility before entering into a Telework Agreement. Telework arrangements must be recommended by the appropriate supervisor and approved by the President or designee. Telework is not a contract of employment, an entitlement, nor is it a college-wide benefit. A telework arrangement does not change the terms and conditions of employment with the college.

Occasional, non-regularly occurring out-of-office work arrangements may be allowed on a case-by-case basis if approved by an employee's supervisor and vice president. A formal Telework Agreement is not required for these occasional telework arrangements. A supervisor and vice president's approval on one occasion does not imply that future requests of a similar nature will be approved.

Typically, telework arrangements may not be considered for staff until the employee has completed at least one year of service in the position intended to be covered by the Telework Agreement. Telework is not a substitute for maintaining regular working conditions. Teleworkers shall make and maintain arrangements to permit concentration on work assignments during agreed upon work hours.

## Exception to the policy for emergencies

The college may implement a temporary allowance for more flexible and widespread telework arrangements during an adverse working condition emergency, such as fire, power failure or public state of emergency. As such, it may be necessary to temporarily lift certain requirements of this policy, such as a formal Telework Agreement, during all or a portion of the emergency, as deemed appropriate by the President or designee. Supervisors are still required to consider telework arrangements on a case-by-case basis to determine if teleworking is a feasible option; these telework arrangements continue to depend upon the nature of the work performed, the employee's past work performance and the telework location.

The President is hereby authorized to develop procedures to implement this Policy.

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[Inclement Weather or Emergency Closing Policy](#)

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