

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES TELECOMMUTING	Policy 3.4.7
--------------------------------------	--	-----------------

Telecommuting will be considered in situations in which it can be mutually beneficial for both the College and its employees. The College defines telecommuting as working at an alternate worksite such as a private residence or other location that is not the official working location for one or more days per week, month or selected time period.

Telecommuting is a work alternative that is appropriate for some roles and employees; however, not all roles, nor all employees, are suitable for a telecommuting arrangement.

Information on eligibility, approval process and expectations and conditions can be found in Procedure 3.4.7.1.

In unusual or emergency situations, and in order to ensure continuity of College operations, the President may grant telecommuting approval for positions that would not normally be considered appropriate for telecommuting.

Telecommuting arrangements or agreements do not change conditions of employment, expectations of the position, or required compliance with College policies and procedures. The College also reserves the right to modify, suspend, or end any telecommuting agreement if it is found to interfere with efficient conduct of college business or the employee's ability to perform the functions of their job.

Adopted: 04-03-2017

Updated: 06-01-2021