

## **Background**

Telecommuting Agreements are granted subject to the needs of the Division.

## **Definitions**

**Telecommuting** is an arrangement in which an employee regularly performs work at a Division approved Telecommuting Workplace during regularly scheduled work days.

## **Telecommuting Agreement Conditions**

1. Criteria for consideration of a Telecommuting Agreement is at the discretion of the employer.
2. Any off site work must be approved by the Assistant Superintendent of Human Resources prior to the work being completed.
3. Overtime shall not be worked unless authorized in advance by the Direct Supervisor.
4. Telecommuting Employees must attend required meetings as requested by the Direct Supervisor. Each Telecommuting Employee will travel to the Designated Workplace at their own expense, and on their own time, upon the direction of the Supervising Administrator or designate, for scheduled meetings.
5. Approval of each telecommuting situation will be made on a case-by-case basis at the discretion of the Assistant Superintendent of Human Resources, in consultation with the Supervisor.

## **Reference**

[Policy 23 Information and Technology](#)  
[AP 80-05 Technology Acceptable Use](#)  
[AP 80-10 Information Security](#)  
[Form 4-30-A Telecommuting Agreement](#)  
[Form 4-30-B Home Office Safety Checklist](#)