

COLUMBUS STATE COMMUNITY COLLEGE  
POLICIES AND PROCEDURES MANUAL

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TELECOMMUTING  
Policy 3-40  
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Effective July 28, 2011

**(A) Introduction**

Columbus State Community College recognizes the need for flexibility and alternative work arrangements for eligible employees. Telecommuting is one such option among the college priorities that not only promotes employee productivity, work/life balance, and addresses issues of scarce office space, but is good for the environment and society in general.

Telecommuting supports the Columbus State Community College sustainability initiative by reducing energy consumption, lowering fuel costs, and lessening traffic congestion and pollution with fewer cars on the road. A telecommuting arrangement is not available for all employees, but is only available to those employees whose job duties and responsibilities can be successfully performed offsite or at a remote location.

**(B) Definition**

Telecommuting is a work arrangement in which some or all of the work is performed at an off-campus work site such as the home or in office space near the home. Telecommuting is an alternative method of meeting the needs of Columbus State Community College and eligible employees.

**(C) Authority**

Administrators or their designees have the authority and responsibility to establish telecommuting arrangements, and are encouraged to consider all reasonable requests. However, arrangements should be authorized only when it is in the best interest of Columbus State Community College and where work can be documented easily.

**(D) Eligibility**

Non-bargaining unit employees may be eligible for telecommuting as a work alternative. Employees may be approved on a suitability basis and an evaluation of their manager's ability to manage remote employees. A signed Telecommuting Work Agreement must be on file with Human Resources prior to telecommuting.

Generally to be eligible, an employee must have:

- Satisfactorily completed their probationary period;
- A history of reliable and responsible performance of duties; and
- No pending disciplinary action.

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**(E) Compensation**

The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the telecommuting program. There shall be no additional pay for telecommuting nor shall mileage be paid for transportation between an employee's telecommuting site and Columbus State Community College Campuses/Sites. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the Telecommuting Program.

**(F) Termination of agreement**

The availability of telecommuting as a flexible work arrangement for employees of Columbus State Community College can be discontinued at any time at the discretion of the college. Every effort will be made to provide thirty (30) days notice of such a change to accommodate commuting, child care and other circumstances that may arise from such a change. There may be instances, however, where no notice is possible. A telecommuter's failure to fulfill both qualitative and quantitative work requirements while working under a Telecommuting Agreement may be cause for disciplinary action, up to and including termination.

**(G)** The President will establish procedures to administer this policy.

*New Policy*