AIMS COMMUNITY COLLEGE PROCEDURE

TELECOMMUTING

Aims Community College supports alternative work site operations for circumstances where it could benefit efficient and effective delivery of the services of the College. For circumstances under which an employee believes it is appropriate to work remotely through a telecommuting arrangement, a written request must be submitted to the employee’s supervisor, with further approval required by the responsible Senior Manager and the President. For faculty, the written request must address other contractual duties, chair duties, and advising duties and must be approved by the Academic Dean, Provost, and President. The Chief Information Officer shall provide support information to Senior Management about the feasibility of the requests if such information is necessary.

Telecommuting that falls under this policy is a work schedule that allows an employee to work from an alternative site for at least eight hours every two weeks for more than thirty days. There may be occasions where work from an alternative site does not meet this definition; however, these instances of alternative work shall be arranged by the employee and his or her supervisor on a case-by-case basis as a flexible schedule. The factors which may be considered by the College in determining whether to approve a telecommuting arrangement with an employee include, but are not necessarily limited to:

a) Whether the specific requirements of the job can be adequately met if the employee works from a remote site, including whether work can be measured by output rather than time spent doing the work;
b) Whether the work must be completed on site;
c) Whether equipment costs and technical requirements are reasonable;
d) The Employee-recruiting and/or retention needs of the College;
e) Whether there are any confidentiality concerns;
f) Whether adequate supervision and evaluation can be provided;
g) Whether a strong tie between the College community and the employee can be maintained;
h) The employee’s demonstrated abilities and total work history, including but not limited to self-motivation, organizational skills, dependability, performance, and discipline history;
i) Any applicable laws or regulations.

The telecommuting arrangement shall address only the terms and conditions of alternative work delivery and shall have no effect on any other terms and conditions of employment. With respect to non-faculty employees, approval of a telecommuting arrangement shall not alter the at-will nature of the employment nor guarantee employment for any period of time, notwithstanding the duration of the approved arrangement. With respect to all employees under an approved telecommuting arrangement, such employees shall remain...
subject to all terms and conditions of employment pursuant to the College’s policies, procedures, job description and other agreements with the employee.

Telecommuting approval is at the convenience and sole discretion of the College and is reviewed on a case-by-case basis.

FINAL APPROVAL: Dr. Marsi Liddell
Aims Community College President
Date: January 26, 2007

Revised: March 9, 2009
October 20, 2014