Code: GBB25
Adopted: 06/10

GBB25. Telecommuting Policy (New 6/10)

1. Purpose

The purpose of this policy is to define the telecommuting program of the District and the guidelines under which it will operate.

Telecommuting is defined as working at an alternate worksite that is away from the main or primary worksite typically used by the District. Telecommuting is a mutually agreed upon alternative work location between the telecommuting employee and District.

Telecommunicating is not an employee benefit, but rather a work alternative based upon the job content, satisfactory work performance, and work requirements of the department and District.

1. Scope

The policy applies to all employees, supervisors, and managers who approved to telecommute as a work alternative. All supervisors, managers, and department heads must be familiar with the contents of this policy.