



**Rowan College
of South Jersey**

Policy: 7421
Title: **TELECOMMUTING FOR EMPLOYEES**
Area: Human Resources
Approved: 07/14/20, 9/14/21
Revised: 11/09/21

The Board of Trustees recognizes the importance of allowing employees to telecommute (work is performed at an off-campus work site such as the home or in an office space near home). This policy applies to employees authorized to telecommute. Telecommuting may be assigned by job description, on a short-term basis (1-2 weeks), or mid-term basis (ADA reasonable accommodation). In the event of a long-term situation (FMLA or ADA disability) HR is to be contacted. Contact HR with all telecommuting questions. In the event of a natural or man-made disaster, it may be necessary to set aside this policy and require all employees who are able to perform their work from home to telecommute.

At the discretion of the Board of Trustees, some positions may be established as remote as detailed in the job description and employment announcement.

Telecommuting approval is at the discretion of the College and is subject to change without notice. All existing terms and conditions of employment, including but not limited to, the position description, salary, benefits, vacation, sick leave, and overtime remain the same as if the employee worked only at the employee's regularly assigned location of employment.

A College Vice President has the authority to establish a telecommuting agreement and will give consideration to requests when it is in the best interest of the College. The College Vice President will make telecommuting recommendations to the College President who will render a final decision. The decision of the College President is final. Telecommuting is not an entitlement of employment at the College.

Administrative procedures will be established to provide guidance to employees regarding eligibility, the written telecommuting agreement, work schedules, and operational requirements.

In the event this policy is in conflict with a collective bargaining agreement, the agreement governs.

References:

Rowan College of South Jersey Administrative Procedure, *7421 Telecommuting for Employees*
Rowan College of South Jersey Administrative Procedure, *7001 Affirmative Action and Equal Employment Opportunity (AA/EEO)*

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