



**Rowan College
of South Jersey**

Policy: 7421
Title: **TELECOMMUTING FOR EMPLOYEES**
Area: Human Resources
Approved: 07/14/20

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 full time employees authorized to telecommute on a regular or temporary/flexible basis. 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.

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 his or her regularly assigned place of employment.

The College administrative staff has the authority to establish telecommuting arrangements and will give serious consideration to requests when it is in the best interest of the College to do so. Telecommuting is not an entitlement.

Administrative procedures will be established to provide guidance to employees with regard to eligibility, written 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*

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