



Policy Name:	4600
Policy Number:	Teleworking
Applicable Code/Law:	WAC 468-63, EO 14-02, RCW 70.94.551

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to provide employees with the opportunity to telework where it does not detract from the efficient and effective delivery of College services. The College is committed to reducing commute trips, increasing employee effectiveness and providing options to keep the College operating during emergencies. With this in mind, certain College work may be performed with specific authorization by the College while away from the campus worksite. Note: this policy applies to administrative and classified staff.

A completed telework agreement is required for employee requested telework to be authorized. The Office of Human Resources will be responsible for the review and approval of all teleworking agreements. Authorization shall be considered on a case-by-case basis, with the primary purpose of ensuring the employee can fully and effectively perform the duties of their position while teleworking.

Requests to telework as a disability accommodation are handled separately through the disability accommodation process.

The expectation for all employees with telework authorization is that they are available and performing College work during regular business hours unless authorized otherwise by the College. Authorization to telework may be rescinded with three (3) days' notice at any time at the discretion of the employee's supervisor or the Office of Human Resources.