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| 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 opportunities to telework where appropriate as a means to support flexibility in the workplace, reduce commuter trips, and provide mechanisms to keep the College operating during campus closures. With this in mind, certain types of work may be performed with specific authorization while away from the campus worksite where it does not detract from the efficient and effective delivery of College services.

Note: this policy applies to administrative and classified staff.

A completed telework agreement is required for ongoing and scheduled employee 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 managed through Human Resources.

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.