

Title	: Telecommuting/Alternate Work Environment Parameters	
Number	:	4010.05
Approved	:	01/13/22
Reference	: GCCCD 2000.00, 3310.00, 4010.00, 4010.04	

If beneficial to the operations of Eastern Arizona College (the College), and as designated by the College President or the President’s designee, the College may permit or require employees to work from home or at an alternate location for all or part of their regular work schedule. This type of alternative work arrangement may not be appropriate for all positions and will only be allowed by approval from the College President or the President’s designee. Additionally, any telecommuting or alternate work environment agreement will in no way erode our commitment and practice of serving our stakeholders personally at our various physical facilities.

If this arrangement is determined to be in the best interest of the College, supervisors, in consultation with other appropriate administrators and departments, will determine if the employee’s primary function can be effectively performed remotely or could be temporarily modified for the duration of the agreement(s) to support other tasks, responsibilities and/or departments. Access to necessary hardware and systems is also a factor in determining if a remote arrangement can be granted, and supervisors should consult with campus IT services regarding availability and feasibility of essential tools.

Employees granted a telecommuting or alternate work environment arrangement will be subject to the same performance, professional and ethical standards for their position and responsibilities as if they were working on campus. Telecommuting or an alternate work environment arrangement should not, at any time, reduce the effectiveness of the department/area or decrease the productivity of the employee or department/area.

A telecommuting/alternate work environment form will be used to clarify the terms and conditions under which an employee will be approved to work an alternate arrangement. The form is available from the Human Resources Office; a sample is attached to this regulation. Please carefully read and discuss the parameters of the agreement with your supervisor and/or other administrators as necessary.

Fillable Forms: Telecommuting/Alternate Work Environment Parameters - Agreement

