

DEPARTMENTAL POLICY AND PROCEDURE

TITLE: Telecommuting
EFFECTIVE DATE: March 17, 2020
CANCELLATION: None
CATEGORY: Administrative
RESPONSIBLE DEPARTMENT: Chancellor/ Human Resources

POLICY STATEMENT

Delgado Community College defines an employee's normal work station as the employee's office or elsewhere on the College's premises, or at a location other than the normal work station when representing the College in accordance with the employee's job duties and position. For example, in accordance with Delgado's [Workload Requirements for Faculty policy](#), it is understood that some faculty work may be done outside the office in places such as the library, in laboratories, or in off-campus sites.

When deemed necessary, the College Chancellor may approve requests for telecommuting, whereby a designated employee works at a location other than the employee's normal work station, to include but not limited to the employee's home or some other off-site location. Such requests require a written justification, outline of the duties to be performed, and a designated duration period, as well as the written approval of the employee's immediate supervisor up through the chain of command including the College's Chancellor.

Telecommuting does not change the conditions of employment or required compliance with Delgado policies and procedures, Civil Service Rules, or any other federal or state laws, policies, and procedures while working at the alternate work station. Additionally, a full-time employee's compensation and benefits will not change as a result of telecommuting, nor will telecommuting affect any opportunity for job mobility. However, if the employee's duties change, the new duties may not be conducive to telecommuting.

The College's Chancellor has the final authority for changing an employee's work station at any time and for approving any telecommuting arrangement. Additionally, the College Chancellor may deem it necessary to institute a mandatory telecommuting arrangement for any and all employees when it is in the best interest of the College. In cases where mandatory telecommuting arrangements are in the best interest of the College, the Chancellor shall develop and initiate immediate directives, guidelines, and procedures for mandatory telecommuting for impacted employee(s).

Review Process: Ad Hoc Committee on Telecommuting Policy 3/17/2020

Approval: Chancellor 3/17/2020