

POLICY

Telecommuting: Working Away from the Campus

For the majority of positions, presence on campus most of the time is important to effective job performance because we are a community where personal relations are important. However, there may be situations when it is in the best interest of both the department and an employee to work from a location other than the campus on either a temporary basis or on a regular basis but with a limited schedule away from the campus (e.g. one day per week). After initial discussions between the employee and the supervisor(s) to determine the feasibility of working away from the campus, a written proposal outlining the details of the arrangement must be submitted for approval to the supervisor(s), Division Officer and the President. The proposal must address and be in compliance with issues raised in the Telecommuting Guidelines. If the proposal is approved, the staff member will be required to sign a Telecommuter's Agreement form, which must be reviewed and renewed annually.

The employee and supervisor(s) will assess the success of the arrangement on a monthly basis, and a decision will be made about whether modifications need to be made or whether a return to working on campus is needed. This agreement may be revoked at any time by the supervisor(s) or other College official (e.g. Division Officer, President, etc.)

When deciding whether the request is feasible, consideration should include, but is not limited to: related expense (e.g. phones, computers, other supplies), security and confidentiality for work done away from the campus (**see the attached Wheaton College Information Security and Confidentiality guidelines www.wheatoncollege.edu/rim/security.html**), the nature of the work, mutual advantages for both the employee and College, measurability of the work being done, past performance of the employee, and the overall impact on the department and on others within and outside the department.

If an arrangement is approved, there may be times when the employee will be requested by the supervisor(s) to return to campus for meetings or for other reasons. The supervisor(s) will give as much notice as possible in these situations, and the employee will be expected to accommodate these requests.

If may not be possible to accommodate requests to work away from the campus in some departments or for some positions.