



Ohio Administrative Code Rule 3358:5-5-27 Telecommuting policy.

Effective: November 14, 2022

(A) The college considers telecommuting for exempt staff, non-exempt staff, and instructional faculty employees to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some jobs but not for others. In unusual situations, the president may grant telecommuting approval for positions that would not normally be considered appropriate for telecommuting. Telecommuting is not a right or benefit that an employee can expect or demand. Telecommuting does not change the terms and conditions of employment.

(B) Definitions

(1) Telecommuting: working from a remote site, such as a private home, instead of commuting to a designated headquarters. Emphasis is placed on information or communication exchanged through telephones and remote devices such as computers and fax machines to allow an employee to work at a remote workplace. Telecommuting does not include the provision of online instruction through a learning management system, or online instruction provided by adjunct instructors, or casual, intermittent online instruction provided by employees to supplement the work they regularly perform.

(2) Telecommuting application: approved format documenting agreement between the immediate supervisor and employee for use of telecommunications and computer technologies that allows an employee to perform some or all of his/her assigned duties at other than the normally assigned workplace.

(C) This policy shall be administered as set forth in the associated telecommuting procedures.

(D) The office of human resources shall be assigned the responsibility of developing, implementing, and maintaining the telecommuting policy and procedures.