POLICIES AND PROCEDURES

SUBJECT: EMPLOYEE WORK-AT-HOME POLICY

ISSUE DATE: 8/1/17

SUPERSEDES ISSUE DATE: 7/11/17 (FORMERLY TITLED FACULTY WORK-AT-HOME POLICY)

Policy Title: Employee Work-at-Home / Remote Working Policy

Policy & Procedure Statement:

ICOM expects all of its employees to be on campus during regular (customary) working hours (or assigned hours). The presence of employees on campus as active members of our academic community is the foundation of ICOM. Rare occasions may arise in which the college may benefit from the individual working at home. These occasions should involve specific projects associated with the individual’s job-related responsibilities for ICOM. In all cases, the individual’s supervisor must be aware and approve these activities prior to the work at home/remote working day(s) and it must be approved by the Dean in advance.

Approved by:

[Signature]

8/1/17

CAO/Dean

Date