

**HUMAN RESOURCE SERVICES**

**BP 7339 TELECOMMUTING**

**Reference**

California Government Code 14200 – 14203

It is the policy of Palomar Community College District to consider the use of telecommuting, for non-faculty positions, where such an option assists the District in meeting its educational mission. In most instances the work of serving students and supporting the educational mission is best served by employees who are physically present in the workplace to collaborate with other employees, engage in on-campus services, and participate in ongoing campus activities. As such, a telecommute policy is meant to address the rare case in which a position may better serve the District remotely. Additionally, a telecommute policy may be utilized when a significant event prevents employees from entering campus such as, but not limited to, natural disasters (e.g., earthquakes, fires), campus power outages, epidemics, and pandemics.

The District has full discretion over which positions will better serve the educational mission of the college if allowed to telecommute and such approval may be rescinded at any time for any reason. This policy is subject to the provisions of the applicable collective bargaining agreements and employee handbooks.