

<b>Title:</b> Telecommuting	<b>Number:</b> 6.30	Page 1 of 1
	<b>Related Procedure?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Legal Citation (if Applicable)</b>	<b>Board Approval/Revision:</b> 01 September 2016	

Telecommuting is an alternative work arrangement that may be approved for a limited number of full-time staff positions only. Telecommuting arrangements may be temporary or longer term, but must be evaluated annually. This arrangement requires review and approval by the supervisor, appropriate Vice President, and Human Resources Department.

Telecommuting arrangements are to be reviewed annually and are subject to change if the arrangement no longer meets the needs of the department.

Telecommuting is not available to part-time employees.

Employees who are required to be out of state for an extended period of time may telecommute with the approval of their supervisor. All CMC employees must maintain permanent residence in Colorado while employed at the college.