

ASSIGNMENT, WORK LOAD, AND SCHEDULES
TELEWORK

DJA
(LOCAL)

State law restricts the use of telework arrangements for employees at the College District.

Full-time faculty may telework on a temporary or permanent basis only when:

1. Assigned to the iCollin Virtual Campus to teach iCollin courses;
2. Assigned to teach approved dual credit, distance education, or other fully online courses;
3. Assigned to a temporary research project requiring off-campus work.

This policy does not prohibit a full-time faculty member providing instruction for a dual credit course or program: (1) at the campus of a school district; or (2) by telework if required for the dual credit course or program.

All other employees of the College District are expected to perform regularly scheduled duties on campus, at an officially designated instructional site, or other designated work location.

Eligible employees may be permitted to telework under the exceptions created by law. To meet legal requirements, telework guidelines and procedures will be by developed by the District President or designee.