

**CLOVER PARK TECHNICAL COLLEGE  
POLICY**

CHAPTER 2	SECTION 29	TITLE Telework Policy	Adopted 2016	HISTORY Campus Forum	Reviewed
			Revised		Next review

**POLICY**

Clover Park Technical College strives to be an employer of choice in the South Puget Sound region. As such, the College recognizes that alternative work schedules can provide a unique benefit to both employees and the college, including: increased employee productivity and job satisfaction, reduced commuting to and from work, and accommodating workplace space constraints.

Clover Park Technical College provides an opportunity for employees and/or supervisors to request telework assignments. These assignments may be:

- Occasional: on specific dates specified by the employee and agreed to by the supervisor.
- Regular: on a regular basis (e.g., every Wednesday).

Telework assignments should have a specified end date and must be evaluated for renewal on a quarterly basis. They are intended to be a benefit to the employee, however, the employer reserves the right to revoke such an agreement at any time.

APPROVAL:	
By: <u>Joyce Loveday</u>	Date: <u>6-6-16</u>
Dr. Joyce Loveday	
Board Chair: <u>[Signature]</u>	Date: <u>7-13-16</u>