



All existing terms and conditions of employment, including but not limited to the job/position description, salary, benefits, vacation, sick leave, and overtime remain the same as if the employee worked exclusively at their District Worksite.

The approval, denial, modification, or termination of the remote work agreement is not a grievable issue.

II. Approval Process

A. Eligibility Criteria

Permanent classified employees, administrators, probationary and temporary are eligible for participation in the remote work program. Employees serving in a training capacity or providing a service that must be conducted on campus will not normally be approved to participate in the remote work program on a regular, ongoing basis. This procedure does not apply to faculty.

The following classifications are not eligible to remote work under this policy:
Building Maintenance Mechanic, CLC Maintenance Technician, Copy Center Technician, Copy Operator, Custodian, Custodial Maintenance Worker, Custodial Supervisor, Energy Management Control Specialist, Facilities Manager, Gardener/Groundkeeper, Grounds Maintenance Specialist, Grounds Supervisor,

8. Departmental and/or program efficiency and service are not adversely affected;
9. Regular hours to meet departmental needs are maintained;
10. Undue burdens are not placed on other employees or supervisors;
- 11.

ability to work remotely, such as a loss of power. The district may terminate or modify the Remote Work Agreement if an employee fails to remain accessible.

C. Scheduled Hours and Overtime

Remote Work

Employees must return all records, documents, and correspondence to the district at the termination of the Remote Work Agreement or upon request by any district administrator. Refer to BP 3720 Computer and Network Use.

VIII. Tax Consequences and Local Zoning Regulations

This Policy makes no representations regarding the tax consequences of the employee working remotely. The employee is responsible for addressing and resolving any