

CFC – TELECOMMUTING BY ADMINISTRATORS

Communication and collaboration are important as the District works to be more productive, efficient and focused. Some of the best decisions and insights come from hallway discussions, meeting new people, and impromptu team meetings. To make that happen, it is critical that administrators are present in the office on a daily basis. Telecommuting is not an acceptable alternative to being present in the office.

Aside from attendance at conferences, workshops, and necessary meetings, exceptions to this policy may be granted, in advance, after discussion with the Superintendent. In the case of the Superintendent, exceptions may be granted, in advance, after discussion with the board chairperson. If such permission is granted to any employee to telecommunicate, the following expectations will need to be met.

- Working hours will be determined
- During said hours the employee should be able to be reached by telephone
- A phone number will be provided to reach the telecommuting employee
- The employee must have access to email during these hours
- Computer/s used will be approved

First Reading: May 28, 2013

Second Reading: June 11, 2013

Final Adoption: June 11, 2013