3358:11-4-18 Cybercommuting policy.

(A) Purpose. Owens community college considers cybercommuting to be a viable alternative for the college’s business continuity plan, for campus emergencies, pandemic or other catastrophic incidents and situations. Owens community college also considers cybercommuting to be a viable alternative work arrangement on a case-by-case basis where the characteristics of an individual, a job and supervisor are best suited to such an arrangement.

(B) Definition. Cybercommuting is when an employee works either at home, on the road, or at a satellite location for all or part of the regular work week. Cybercommuting is a voluntary work alternative that may be appropriate for some employees and for some jobs. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the terms and conditions of employment with the college.

(C) Application and eligibility. This rule and accompanying procedures are applicable to eligible, non-bargaining unit employees. The approval of a cybercommuting work alternative is on a case-by-case basis, and it is at the convenience and sole discretion of the college.

(D) Implementation. The office of human resources will implement procedures and forms, which are consistent with the provisions of this policy.

Effective date: 12/23/2016

Patricia M. Jezak
Certification

12/13/2016
Date

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