# 500.510 TELEWORKING POLICY

This policy applies to classified, exempt and hourly staff. To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

Wenatchee Valley College supports the concept of teleworking as an alternative way an employee can accomplish work tasks by working outside the traditional workplace, and encourages the practice in those circumstances where teleworking does not detract from the efficient or effective delivery of the services of the college. The college recognizes the benefits of teleworking include enhancing employee productivity and satisfaction, reducing commute trips and addressing space restrictions. Teleworking arrangements will be authorized only when it is in the best interest of the college to do so.

Teleworking eligibility and application process are outlined in the accompanying teleworking procedure.

Approved by the president’s cabinet: 7/20/10

Adopted by the board of trustees: 10/20/10

Last reviewed: 9/5/19

Policy contact: Human Resources

Related policies and procedures

1500.510 [Teleworking Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.510-teleworking.html)