

## Policy on Remote Work, Number 2.41

Working remotely is a cooperative arrangement, based on the needs of the college, each employee's department, role and responsibilities that allows employees to work at alternative work locations for all or part of their workweek.

Carl Sandburg College considers remote work to be a viable, flexible work option when it is in the best interest of the college and enhances the productivity of the employee. Working remotely is a voluntary work alternative that may be appropriate for some but not all positions. Remote work is not an entitlement; it is not a college-wide benefit, and it in no way changes the terms and conditions of employment with Carl Sandburg College.

*Implemented: 5/21*

*Revised: 8/23*