

Telecommuting is a cooperative arrangement, based on the needs of the College, each employee's department, and role, that allows employees to work at alternate work locations for all or part of their workweek.

Carl Sandburg College considers telecommuting to be a viable, flexible work option when it is in the best interest of the College and when it will enhance the productivity of the employee. Telecommuting is a voluntary work alternative that may be appropriate for some employees and positions but not for others. Telecommuting 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.