

# 4080P Telework Procedure

## **PURPOSE**

The following procedures have been developed to provide direction and guidelines to Northland administrators, supervisors, and employees in the use of teleworking. The procedures are to be used in conjunction with the Northland Telework Policy.

## **PROCEDURES**

- The employee and supervisor will discuss the telework schedule.
- The employee will complete a Telework Schedule and Acknowledgement form which will be reviewed by the supervisor.
- Requests for more than one day of telework must be approved by President's Cabinet.
- The supervisor will route the Telework Schedule and Acknowledgement form to the Dean/VP/President for review.
- The Dean/VP/President will route the Telework Schedule and Acknowledgement form to the Director of Human Resources for review.
- Approval or denial of the request will be communicated in writing to the employee by the Director of Human Resources. In person meetings will be arranged as necessary per union contract/plan language.
- The Telework Schedule and Acknowledgement form will be placed in the employee's personnel file.

Telework is not an express or implied employee right or benefit, but a staffing and work arrangement at the sole discretion of Northland. Telework is not grievable. Telework is not subject to appeal unless otherwise provided by an applicable collective bargaining agreement (CBA) or compensation plan.

Adopted: 12/8/23