



5020 – Telework Policy

Policy Owner: Associate Vice President for Human Resources

Associated Procedure: None at present

Date Adopted: 8/10/2021

Date Last Amended: N/A

Date Last Reviewed: 8/10/2021

Telework is defined as a mutually agreed-upon arrangement between Harford Community College (“the College”) and an employee wherein the employee is permitted to perform the duties and responsibilities of their position at an approved location other than the employee’s normal campus worksite on a temporary, situational, periodic or regular basis.

Unless implemented to protect health and safety, telework is a privilege, not a right, and is not appropriate for all job classes and/or positions. Telework arrangements must be authorized, in advance, and may be changed or terminated at any time by the College.

Teleworking will not change an employee’s compensation, benefits, work status, or work responsibilities. Employees who participate in teleworking arrangements are subject to all College policies and procedures, including but not limited to conflict of interest, data protection, confidentiality and disclosure of information, and acceptable use of information technology resources. All participants must complete a telecommuting application/agreement prior to beginning telework. The College may impose limitations or restrictions on telework, including but not limited to locations from which telework may be performed, as necessary to meet the business needs of the College.