

# BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

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**SUBJECT:** *Alternate Work Location*

**EFFECTIVE DATE:** April 5, 2011; amended November 18, 2014

**BOARD POLICY REFERENCE:** DJ

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## **PURPOSE**

The Blinn College Chancellor may authorize alternate work location arrangements for employees when such arrangements respond to the needs of employees, are required by job duties, increase productivity and/or enhance service capabilities. This procedure does not apply to alternate work location arrangements for employees requesting accommodations for disability. Disability accommodations are approved by Human Resources as designated by the Chancellor.

## **DEFINITION**

Alternate work location arrangements may occur when an employee is working during scheduled work hours to fulfill job responsibilities at a location other than the employee's regular work place. Alternate work location arrangements also may occur when the employee's regular work place is flexible, such as distance education instruction.

## **EMPLOYMENT RELATIONSHIP**

Alternate work location arrangements are not an entitlement and do not change the basic terms and conditions of employment. Alternate work location arrangements do not set a precedent for any other employee. Salary, job responsibilities, benefits and college insurance coverage do not change as a result of alternate work location arrangements.

## **GENERAL GUIDELINES**

Alternate work location arrangements not required by job duties may be terminated at any time, at will, by either the college district or the employee. College District-provided equipment at home is not an entitlement of alternate work location arrangements. The college district assumes no liability for employee-owned equipment or injuries occurring in the employee's alternate work location outside the agreed-upon work hours.

## **APPROVAL**

All requests and approvals for alternate work location arrangements not required by job duties should be in writing. Alternate work location arrangements will be approved by the College Chancellor on an individual basis only when necessary and justified. The College Chancellor shall report any alternate work location arrangement approval to Executive Council as a group.

## **AGREEMENT**

All alternate work location arrangements not required by job duties shall be performed pursuant to a written agreement between the employee and the supervisor for a specified period of time. This agreement should address the employee's job duties and responsibilities; equipment needs and maintenance; and communication and supervision arrangements. This agreement does not constitute an employment contract, and it does not create a property interest in employment. Any employee approved

for alternate work location arrangements may not accrue overtime/compensatory time without prior authorization.