

**Operational Policy**

Policy Name	<b>TELEWORK AND FLEXIBLE WORK HOURS</b>
Policy Number	<b>656</b>
Date Adopted	<b>2/15/2022</b>
Date(s) Revised	

Grays Harbor College in compliance with RCW 70.94.547, RCW 41.04.390, and Executive Order 14-02 has adopted this policy on Telework and Flexible Work Hours. As stated in Executive Order 14-02 telework and flexible work hour studies have shown that employers enjoy economic and organizational benefits resulting from increased employee productivity and morale, reduced use of employee sick leave, reduced hiring and training costs, and reduced office space and parking needs. Telework and flexible work hours are valuable tools for reducing commute trips, eliminating tons of pollutants from release into the atmosphere, and saving energy by reducing gasoline consumption.

Telework and flexible work hours are not an employee entitlement or right; they are management tools, business strategies and employee benefits. The College mission and quality of service provided must be maintained or improved by allowance of telework and flexible work hours arrangements.

It is the policy of the College to allow eligible employees to participate in approved teleworking and flexible work hours programs.

Faculty workload is governed by the collective bargaining agreement.