

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES CONCERNING TELECOMMUTING AND WORKING FROM HOME.

A. TELECOMMUTING/WORKING FROM HOME:

Due to the potential for distractions at home and reduced exposure and interaction with coworkers, external constituents, and students, Brenau, as a general rule does not allow employees to work from home.

1. Need for such an accommodation is determined on a case by case basis by the executive administration of the University. However, no such arrangement is promised or guaranteed, and no particular duration of telecommuting or working from home is guaranteed.
2. If a need exists in the opinion of the University and a plan is approved for a particular employee or department, it will last as long as appropriate for and acceptable to the university.
3. Supervisors are urged to carefully review both advantages and disadvantages before requesting such agreements.
4. Requests should be directed to the Director of Human Resources. The acceptance and implementation of each plan is at the sole discretion of the President and Senior VP for Administration/CFO of the University.