

**3358:11-4-18 Cybercommuting policy.**

- (A) Purpose. Owens community college considers cybercommuting to be a viable alternative for the college's business continuity plan, for campus emergencies, pandemic or other catastrophic incidents and situations. Owens community college also considers cybercommuting to be a viable alternative work arrangement on a case-by-case basis where the characteristics of an individual, a job and supervisor are best suited to such an arrangement.
- (B) Definition. Cybercommuting is when an employee works either at home, on the road, or at a satellite location for all or part of the regular work week. Cybercommuting is a voluntary work alternative that may be appropriate for some employees and for some jobs. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the terms and conditions of employment with the college.
- (C) Application and eligibility. This rule and accompanying procedures are applicable to eligible, non-bargaining unit employees. The approval of a cybercommuting work alternative is on a case-by-case basis, and it is at the convenience and sole discretion of the college.
- (D) Implementation. The office of human resources will implement procedures and forms, which are consistent with the provisions of this rule.

Effective date: 12/23/2016

Patricia M. Jezak  
Certification

12/13/2016  
Date

Promulgated under: 111.15  
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