

# Policy 267 - Telework

Lower Columbia College encourages and supports telework for positions that are suited for telework to provide flexibility for employees and as a means of achieving administrative efficiencies while following the mission of the College.

## Historic Information

- Reviewed by Executive Leadership Team: January 5, 2022
- WFSE Review: January 18, 2022
- Reviewed by Governance Council: February 2, 2022
- Campus Review: February 3-18, 2022
- Adopted: March 2, 2022

Resource/Reference/ Procedure	Title	Unit Responsibility
<b>Procedure 267.1A ( <a href="http://lowercolumbia.edu/publications/administrative-policies/_assets/documents/267.1A_Procedure_Telework.pdf">lowercolumbia.edu/publications/administrative-policies/_assets/documents/267.1A_Procedure_Telework.pdf</a> )</b>	Telework Procedure	VP of HR and Legal Affairs
<b>Telework Activity Log ( <a href="http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TeleworkActivityLog.pdf">http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TeleworkActivityLog.pdf</a> )</b>		