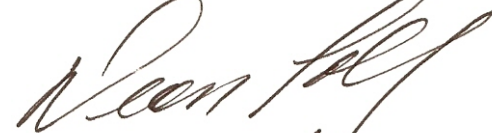


**Auraria Higher Education Center  
Office of the Executive Vice President for Administration  
Administrative Policies and Procedures**

**Policy # 20 Telecommuting**

**Page 1 of 2**

Approved:



EVPA Signature:

**Policy #20**

Telecommuting is defined as an Auraria Higher Education Center employee performing any duty listed in his or her position description in any location owned, rented, leased, or otherwise controlled by the employee, including but not limited to apartments, condominiums, single family dwellings, and motor vehicles.

No employee is required to telecommute.

No employee is entitled to telecommute, except an employee for whom telecommuting is a determined by the Auraria Higher Education Center to be a reasonable accommodation pursuant to the Americans with Disabilities Act. Any supervisor may notify any employee in writing at any time that the employee may not telecommute. The employee must report to his or her work space on the next work day following such notice, or the employee will be considered absent without leave and may receive corrective or disciplinary action. Generally, only employees exempt from the Fair Labor Standards Act may telecommute, and these employees must obtain written authorization from their supervisors prior to removing any equipment from the Auraria Higher Education Center campus for the purpose of telecommuting. An employee who is not exempt from the Fair Labor Standards Act may telecommute only with prior written permission from his or her supervisor, which specifies the number of hours for which telecommuting will be permitted on each date for which permission to telecommute is given, which lists the property of the Auraria Higher Education Center which will be used, and authorizes any equipment to be removed from campus.

Employees who choose to telecommute assume the following liability:

1. Auraria Higher Education Center will not be liable for any injury to any employee while the employee is telecommuting. Employees will not be entitled to workers compensation for injuries which occur while telecommuting unless specifically excepted from this policy by the Colorado Compensation Insurance Authority.
2. Employees who remove any property of the Auraria Higher Education Center to their home or motor vehicle for the purpose of telecommuting will be liable for any replacement or repair necessitated by any loss or damage to such property.

<b>Auraria Higher Education Center</b> <b>Office of the Executive Vice President for Administration</b> <b>Administrative Policies and Procedures</b>	
<b>Policy # 20 Telecommuting</b>	<b>Page 2 of 2</b>

3. Employees who remove property of the Auraria Higher Education Center containing confidential information are responsible for maintaining that confidentiality, and are liable for any confidentiality breach resulting directly or indirectly from such removal.
  
4. Any employee must provide his or her current address and telephone number to the Auraria Higher Education Center Human Resources Office and to his or her supervisor. Failure to provide a current address and telephone number to Human Resources and the employee's supervisor waives the employee's right to notice that he or she may not telecommute.