

PERSONNEL
WORKING FROM HOME

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DEFINITIONS

Working From Home: A short-term or intermittent arrangement in which the employee carries out normally scheduled duties from home.

The Association considers working from home to be a viable arrangement where requested by an employee and the Department Director determines job responsibilities can be performed in this manner. It is not an entitlement; it is not an Association-wide benefit; and it does not change the terms and conditions of employment. Employees are expected to work official office hours from home, as governed by GO/4113.1, unless the employee's director approves an adjustment of the work day through flex time, under GO/4113.11 and 4113.11R.

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