

NapaValleyCommunityCollegeDistrict/
NapaValleyCollegeUnion of ClassifiedProfessionals
6/28/2023

Pilot TelecommuteProgram

TheDistrictrecognizes the benefitsof telecommutingoptionsfor staff andwhere the District'sand staff needsare met.

Employee Eligibility

- x Must have successfully completed the probationary period.
- x Must have a

Pilot Telecommute Program Agreement (PTPA)

All telecommuting shall be performed pursuant to a signed PTPA between the employee and the supervisor. Denial by the supervisor shall be subject to one appeal with the supervisor's supervisor whose decisions shall be binding and not subject to further appeal.

The PTPA shall comply with the eligibility and requirements noted in this PTPA agreement and shall be approved by the employee's supervisor and Superintendent/President, as appropriate.

The term of the PTPA agreement shall be effective September 1, 2023 through June 30, 2024, unless an extension is agreed upon through bargaining.

The PTPA does not constitute an employment contract, and they do not create a property interest in employment.

Employment Relationship

Telecommuting is a management option, not an employee right or benefit, and approval for telecommuting for an employee does not set a precedent for any other employee. The existence of a PTPA in no way alters an employee's relationship with the District or the employee's obligation to observe all applicable District policies, regulations, and procedures. Denial of the PTPA and PTPA shall not be subject to the grievance processes established in the collective bargaining agreement between the District and Union.

All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, and leave remain the same as they would be if the employee worked only at his/her regular workplace.