

Lane Education Service District Policy

Code: **GCJA/GDJA**
Adopted: 3/20/01

Telecommuting

The district Board recognizes telecommuting as a work option for selected employees. When appropriately applied, such practice can benefit both the district and the employee in the following ways:

- Increased productivity;
- Enhanced employee morale;
- Reduced vehicular fuel consumption;
- Reduced air pollution and traffic congestion.

Telecommuting is a mutually agreed upon work alternative between the manager and employee, where the employee works at home or an alternative location part of the week and at a central worksite the other part of the week. Writing, reading, telephoning, word processing and data entry are examples of tasks amenable to telecommuting.

A director will make a recommendation to the cabinet before approving requests.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)