



PROCEDURE: 4.2.2p2.L

WGTC Telework and Alternative Work Location

Adopted: March 26, 2020

Purpose

The Wiregrass Georgia Technical College (WGTC) local telework and alternative work location procedure is to expand on the TCSG Procedure 4.2.2p2. Telework and Alternate Work Locations.

Off-Campus Events

As stated in TCSG Procedure 4.2.2p2, “No work-related meetings involving other employees may be held in an employee’s home.” WGTC faculty/staff are not to conduct any official business in any location not previously sanctioned by the college.

In addition, WGTC explicitly prohibits any students meeting at a faculty or staff member’s home or any other off campus locations. This includes study sessions, tutoring sessions, class meetings, student organization meetings, and so forth. Such meetings could cause a liability if considered a college sponsored activity or if the instructor/staff is acting within the scope of their official duties.

Faculty/staff may not personally entertain their students or students within their direct line of supervision in their home or alternate locations not sanctioned by the college. This includes, but is not limited to, activities such as celebrations/parties. This directive is meant to avoid the perception of conflicts of interest or impropriety.

Responsibility

The Associate Vice President for Human Resources has the overall responsibility of ensuring this procedure is implemented.

References

TCSG Procedure 4.2.2p2. Telework and Alternate Work Locations

TCSG Procedure 4.3.2p1. Ethical Responsibilities of Employees