



**Cochise College
District Board Policy**

Category: All Employees

Policy Number: 669

Title: Non-Exempt Remote Access

Cochise College recognizes the ability for employees to work remotely may be of benefit to the college. Limitations for non-exempt employee remote access exist to ensure employees are compensated in accordance with federal and state guidelines and within the budget constraints of the college.

**Procedure 669.1
Remote Access**

Non-exempt employees are prohibited from utilizing remote access and/or retrieving electronic communications outside of his/her regular work schedule without prior supervisor approval. This includes checking, reading, sending or responding to emails and reviewing online records through the college's portal or other online systems, other than the employee's own personal employment or personal student records. Employees who engage in unauthorized remote access may be subject to disciplinary action as outlined in Board Policy 640 Corrective Action.

Supervisors authorizing a non-exempt employee occasional remote access for work-related purposes shall do so in writing and with an understanding of the potential budget implications. Excessive or ongoing authorization of non-exempt employees to perform work through remote access shall be approved by the appropriate executive.