



Area: Human Resources

Policy Name: Work Location Assignment

Policy Statement: The College considers all employees primary work location to be on campus unless otherwise designated. An employee's specific work location is defined by the College President or designee. Full time employees are expected to work forty (40) hours per week.

Alternate Work Arrangements

Remote working may be considered for the benefit of the College.

The College considers remote working to be a viable alternative work arrangement in cases where the job requirements are best suited to such an arrangement. Remote working may be appropriate for some employees and jobs, but not for others. Remote working is not an entitlement, it is not a collegewide benefit, and it in no way changes the terms and conditions of employment with the College.

Remote working is not intended to be used in place of sick leave, Family and Medical Leave, Workers' Compensation Leave or other types of leave programs. The College will determine whether it is appropriate to offer remote working.

In general, a remote working written agreement will be required for an extended period of time. A remote working agreement is a written agreement between the employee and the College requiring the employee to work within the guidelines of the document. The remote working agreement is not an employment contract and may not be considered as such. Remote working agreements may be terminated at the discretion of the employee or the College; advance notice to the employee is encouraged, but not required.

Remote working can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office. Either an employee or supervisor may suggest remote working as a possible work arrangement.

Remote working arrangements will be written for not longer than two weeks. Subsequent arrangements may be permissible as needed. Termination of a remote working arrangement by the College is not grievable.

Procedures: **Eligibility, Assessment and Planning**

Before entering into any remote working agreement, the employee and supervisor with the assistance of the Human Resources Coordinator, will evaluate the suitability of such an arrangement, reviewing the following areas:



- **Employee suitability** - The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote workers.
- **Job responsibilities** - The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote working arrangement.
- **Equipment needs, workspace design considerations and scheduling issues** - The employee and supervisor will review the physical workspace needs and the appropriate location for the remote working.
- **Tax and other legal implications** - The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree then the Human Resource Coordinator will prepare a remote working agreement to be signed by all parties and submitted to the College President for final approval.

Evaluation of employee performance will include regular interaction by phone and e-mail between the employee and the supervisor, an appropriate level of communication between the employee and supervisor will be agreed to as part of the remote working agreement.

Equipment

On a case-by-case basis, the College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each remote working arrangement. The Human Resources and Information Technology departments will serve as resources in this matter. Equipment supplied by the College will be maintained by the College. Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. The College accepts no responsibility for damage or repairs to employee-owned equipment. The College reserves the right to make determinations as to appropriate equipment, subject to change at any time. For equipment supplied by the College, employees should follow the Equipment Use Policy. The employee must sign an inventory of all College property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the College, unless other arrangements have been made.

The employee will establish an appropriate work environment that is suitable for conducting remote work, meetings, phone calls, etc.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The College will provide each employee with a safety checklist that must be



completed prior to remote work approval. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the College's workers' compensation policy. Remote working employees are responsible for notifying the Human Resource Coordinator of such injuries according to the Workers Compensation Policy. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote working is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting the College's demands. Prospective remote workers are encouraged to discuss expectations of remote working with family members prior to entering into the agreement.

Time Worked

Remote working employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to accurately record all hours worked and work completed. Hours worked in excess of those scheduled per day and per workweek require advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote working agreement and/or other disciplinary action.

All remote working arrangements are made on a case-by-case basis, focusing first on the business needs of the College.

Contact: Human Resources

Related:

Adopted: November 10, 2020

Updated: