PROCEDURE 2.41.0: FLEXIBLE SCHEDULES

Working remotely is a cooperative arrangement based on the needs of the college, each employee's department, role and responsibility that allows employees to work at alternate work locations for all or part of their workweek. Remote work is available only to staff members of Sandburg, and no employees are *required* to work remotely.

All employees working remotely using informal or formal remote work arrangements must follow the following procedures.

Remote work arrangements are evaluated on an ongoing basis and are subject to modification or discontinuance at any time at the college's discretion.

Remote work options

Informal remote work

DEFINITION

Working remotely for a definitive length of time, not lasting longer than two weeks, which is not part of an approved work schedule. Examples include, but aren't limited to, completion of a project and business travel.

Informal remote work is allowed only at the express approval of the employee's immediate non-bargaining unit supervisor and won't exceed two weeks.

Either an employee or their immediate non-bargaining unit supervisor can suggest working remotely as a possible work arrangement.

A remote work request form is **not** required.

Formal remote work

DEFINITION

Working remotely as all or part of a formal set work schedule.

Formal remote work is allowed only with the express written approval of the employee's immediate non-bargaining unit supervisor and Human Resources.

Either an employee or their immediate non-bargaining unit supervisor can suggest working remotely as a possible work arrangement.

A remote work request form is required to change or update an individual's set schedule of working away from a college-owned or affiliated property.

Employee eligibility

Immediate non-bargaining unit supervisors determine if an individual may work remotely based on the employee's position responsibilities and any needs for coverage of specific areas. Remote work decisions are based solely on the work requirements/responsibilities of the position and the needs of the college.

Employee expectations and requirements

Employees who work remotely are expected to maintain all job responsibilities as outlined in their position descriptions.

The employee is responsible for ensuring they remain available and dedicated to their work duties during scheduled work hours. If an employee's personal responsibilities conflict with the employee's work schedule, the employee remains responsible for communicating with the employee's supervisor regarding the need to leave the employee's remote workstation or to schedule time off to attend to personal matters.

Employees must make themselves available onsite as necessary to attend meetings, training or other required events.

Employees aren't allowed to remove sensitive or important original documents from their primary college workplace.

Employees will use approved college platforms for virtual meetings and will use an approved interface medium when performing college work. All employees working remotely are required to use the college's dual-factor authentication system to access college resources.

Sandburg assumes no liability for injuries occurring in the employee's alternate work location workspace outside of work hours. Some homeowner policies don't automatically cover injuries arising out of, or related to, the business use of the home, and the employee is responsible for any liability. The college accepts no responsibility whatsoever for the safety, security or suitability of any alternate work site. The college also accepts no responsibility for the personal property of any employee.

Tax and other legal implications for the business use of the employee's alternate location on IRS and state and local government restrictions rests solely with the employee.

Working remotely requires the employee to fulfill the following conditions. The employee must:

- Have responsive/reliable internet service capable of providing high-quality virtual meetings. The internet service must reliably provide a 10-megabit-per-second download speed and one-megabit-per-second upload speed.
- Have reliable access to a telephone.

- Be available for work during the approved remote work hours.
- Be able to perform the assigned work duties.
- Have an appropriate location from which to work. The location must permit the employee to perform work in a confidential environment free from safety hazards, distractions and undue interruptions. The location indicated on the request is the only approved remote work location.

Employees are expected to adhere to all college policies and procedures during approved periods of remote work. Employees working remotely remain subject to all requirements relating to absences (including providing appropriate notification of an absence while working remotely) and use of leave days. Examples of policies that apply to all employees are:

- Attendance
- Social media
- Confidentiality
- Employee Code of Conduct
- Anti-discrimination/equal opportunity
- Dress code
- Internet use
- Alcohol and drug use

Employee work schedule

Unless otherwise agreed to or required by the supervisor, an employee's remote work schedule is the same as the employee's schedule in the customary worksite, including meal breaks and rest periods.

During remote work hours, the employee must:

- Be available via telephone, email or virtually/by teleconference or video conference.
- Be available to perform work duties, fulfill work-related requests and respond to work- related communications.
- Maintain communication with their supervisor and provide appropriate status updates regarding the work assignments as needed.

Employees working remotely who aren't exempt from the overtime requirements of the Fair Labor Standards Act are required to accurately record all hours worked using Sandburg's time-keeping system.

- Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's immediate non-bargaining unit supervisor.
- Failure to comply with this requirement may result in the immediate termination of the remote work agreement and/or disciplinary action.

College equipment allocation and supplies

The college will provide any employee authorized to work remotely with the appropriate equipment. One laptop computer will be provided and will be the only computer from which the employee is allowed to conduct business for Sandburg, regardless of location.

- The college provides one computer, external monitor, keyboard, mouse and computer bag.
- The college won't provide duplicate office equipment for home use with the exception of one external monitor.
- All other equipment must be brought to and from different work locations.
- In addition, each laptop includes a built-in webcam. Additional webcams won't be provided.
- Personal cell phones or landlines can be used for Sandburg email and phone calls.
- Other than the items noted above, employees aren't allowed to take office equipment or furniture to an offsite work location.
- The college isn't responsible for the cost of setting up the employee's remote workspace, general office equipment, operating costs, home maintenance or any other incidental costs (e.g., utilities, insurance, telephone, internet connections, etc.) associated with the use of the employee's remote work location. The college assumes no liability for damages to the employee's personal property resulting from working remotely.
- All printing is required to be done at a college location. No reimbursements are provided for the cost of printers, scanners, paper, toner, ink or any other printing costs. No printers are provided for employees to use at a remote location.
- All office supplies should be drawn from the appropriate department's normal supplies. No additional supplies should be purchased for remote use. However, minimal supplies may be taken for remote use from existing stocks, if necessary, to perform assigned work.
- Any employee expenses incurred in the performance of remote work require pre- authorization from their immediate non-bargaining unit supervisor. Only those expenses that are pre-approved, necessary for the performance of remote work and appropriately documented will be eligible for reimbursement.

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