



PROCEDURES FOR REMOTE WORK POLICY

I. Introduction

- a. The College's Remote Work Policy requires that non-faculty employees complete a Remote Work Arrangement and abide by certain terms and conditions noted in the policy in order to undertake remote work for the College.
- b. These procedures, as amended from time to time, have been established to ensure compliance with the policy.
- c. Questions regarding these procedures should be directed to the Office of Human Resources.

2. Manager Considerations for Remote Work

- a. These considerations will be taken when assessing whether remote work arrangements can be approved:
 - i. CCRI's policy and division plans related to remote work
 - ii. The operational needs and services provided by the department including the impact remote work arrangements will have on quality and consistency of service to students and other campus departments.
 - iii. The core responsibilities of each employee, the nature of each position, and suitability for remote work.
 - iv. Supervisors and managers may determine days and/or times that are not conducive to remote work and require employees to work from the office during such times.
 - v. Examples include: enrollment events, days when departmental meetings, professional development trainings, etc. are scheduled.
- b. Who Is Eligible:
 - i. Employees must be in good standing according to their performance evaluations (2 "*Usually achieves standards*" or 3 "*Consistently achieves standards*") as determined by the Divisional VP/AVP in consultation with HR.
 - ii. Employees who are not in a training or a probationary period.
 - iii. Employees who are in positions that are customer service (front desk) are not eligible for this program.

3. Forms and Resources

All forms and materials listed below may be found by visiting [CCRI's Remote Work webpage](#).



4. Equipment

- a. When working remotely, employees will need certain equipment to be successful in their work.
 - i. **Computers:** all employees will need to have a CCRI owned laptop.
 - ii. **Wi-Fi:** employees are expected to have access to Wi-Fi or a personal hotspot that is reliable and with the ability to connect to CCRI's network and participate in virtual meetings.
 - iii. **Phone:** will be managed through employees' own personal handheld device or through their CCRI laptop via WebEx or Zoom.
 - iv. **Printers:** will not be provided by the College. Employees and supervisors must develop a plan for managing such work. For example, shared files and/or identifying dates that such work must be done from the office.
 - v. **Misc. IT equipment:** in some cases, additional equipment may be required such as microphones/headsets, monitors, keyboards, etc. IT should be contacted before this equipment is acquired. If a purchase is deemed necessary, they can be made with approval of the divisional AVP or VP.

5. Expectations of Employees

- a. Employees will not commence working remotely until the fully approved Remote Work Agreement has been completed by all parties.
- b. Be present and working during agreed upon hours.
- c. Perform all work on CCRI equipment and do not use CCRI equipment for personal business.
- d. Secure all CCRI equipment when not in use.
- e. Remote Workspace
 - i. Employees are expected to maintain an appropriate work area that is ergonomically correct and limits distractions.
 - ii. Employees are expected to use their camera for work meetings.

6. Review and Renewal

Failure to follow procedures may result in the revocation of remote work agreement. The remote work arrangement is not automatically renewed but must be reviewed at the request of the employee, supervisor, or Divisional AVP/VP. However, it must be renewed at least every six months. A new Remote Work Agreement must be completed per the above procedures and filed with the Office of Human Resources.



FAQs

Can remote work be an alternative for childcare and/or other types of care for individuals?

Remote work arrangements are not a means to address child/family care arrangements and it is expected that the time of day designated as work time is focused on job responsibilities.

What if I have a remote work agreement in place, but I transfer to another department or position?

Since the services provided by each department, the nature of each position and its suitability for remote/hybrid work are factors in alternative work arrangements, existing agreements do not automatically transfer to the new department. Staff should explore with their new supervisor the potential for an alternative work arrangement.

What if I am working under an approved remote work agreement, but I would like to return to fully on campus?

The staff member should discuss their desire to return to work on campus with their supervisor and ideally, in advance of their desired return date.

What if a personal matter has arisen and a different day would work better for me?

Employees may not switch their approved remote work days.

My manager has scheduled something on campus on a day I normally work remotely. Do I have to attend?

Yes. There are times where work must be performed on campus and such activities supersede a remote work agreement.