

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

REMOTE WORK POLICY AND PROCEDURE

The Remote Work Policy allows employees to work at home or in a satellite location for all or part of their workweek. Schoolcraft College considers Remote Work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

While Remote Work may be appropriate for some employees and jobs, it is not appropriate for all positions. In general, positions requiring face-to-face interaction, or work related to physical space on campus, will not be suitable for Remote Work arrangements. Remote Work is not an entitlement and it in no way changes the terms and conditions of employment with Schoolcraft College. Remote Work eligibility will be determined on a case-by-case basis.

This Policy may apply in instances where a pandemic or natural disaster necessitates Remote Work arrangements (i.e. COVID-19 quarantine). This Policy does not apply to requests for reasonable accommodation for a disability or occasional work from home arrangements. Employees requesting to remotely work as a reasonable accommodation should follow Schoolcraft College's procedures on requests for reasonable accommodation.

**PROCEDURE
4330.1**

REMOTE WORK PROCEDURES

The Chief Human Resource and Risk Management Officer, or designee, will be responsible for procedure interpretation, administration and enforcement of this procedure.

Schoolcraft College defines Remote Work as a flexible arrangement which allows an employee to perform their job duties part-time on a scheduled, on-going basis from an approved off-campus location. Scheduled Remote Work requests must be approved by the immediate supervisor, Chief Human Resource and Risk Management Officer and the appropriate Executive level designee. A Remote Work agreement will be prepared and signed by all parties, and a three (3) month trial period will commence.

Evaluation of performance during the trial period will include ongoing interaction by phone, e-mail, and/or video between the employee and the supervisor, and regular meetings to discuss work progress. At the end of the trial period, the employee and supervisor will

discuss the current arrangement and make recommendations for continuance and/or modifications.

Remote Work employees will have a schedule based on department and/or College needs that will be outlined in advance between the employee and the supervisor. Schoolcraft College reserves the right to make schedule changes. Any Scheduled Remote Work arrangement may be discontinued at will and at any time at the request of either the employee or management. Every effort will be made to provide a 30 days' notice of such changes. There may be instances, however, when no notice is possible.

Eligibility

Eligible positions for Remote Work include Full-Time, Part-Time and On-Call positions. The following criteria must be met in order to be eligible to work remotely:

1. Employees are in good standing with the College. This can include a demonstrated ability to work productively, performance evaluations and attendance.
2. The job requirements can be fulfilled from an off-campus location.
3. The job duties and employee can be effectively supervised from an off-campus location.
4. The off-campus location must be equipped with everything needed to fulfill the job requirements, as determined by the supervisor. Working space, high-speed internet, insurance, utilities, etc. must be provided by the employee at their own expense for their off-campus location.
5. Prior to beginning Remote Work, the employee must complete and submit the Safety Checklist to the employer verifying that their remote workspace meets the College's safety requirements. (See "Safety")

Supervisor Responsibility

Full-Time Remote Work is not something that is supported at the College for most positions, but partial Remote Work is approved at the discretion of the immediate supervisor and Schoolcraft College. Remote Work is a tool that can allow for work flexibility and aid in the recruitment and retention of employees. Supervisors who approve Remote Work arrangements are responsible for the following tasks:

1. Reviewing Remote Work requests for eligibility (see "Eligibility") and ensure that each employee's request to Remote Work is fairly considered in relation to the department and College's overall needs.
2. Establish written and objective expectations and guidelines for Remote Work employees, which will also be used to monitor employee performance.
3. Determine if equipment will be provided to the employee for the Remote Work arrangement (see "Equipment").
4. Communicate Remote Work expectations to employees.

5. Ensure that individual work schedules and reporting for non-exempt employees are in compliance with Fair Labor Standard Act (FLSA) regulations.
6. Receive approval from the Chief Human Resource and Risk Management Officer and Executive Level designee.

Employee Responsibility

If an employee's request to work remotely is approved, the Remote Work employee will establish an appropriate remote work environment. Best practices show that the workspace should limit background noise and external distractions. Work should be performed in a confidential FERPA, and when applicable HIPPA, compliant area. Schoolcraft College will not be responsible for costs associated with the setup of the employee's remote office.

Remote work employees must be readily available by email, phone, or video conferencing during the workday as per arrangements with the supervisor and co-workers. Attendance at department, cross-departmental, and team meetings is required, either in-person or via remote, as determined by the supervisor.

All Schoolcraft College Employee Handbook and Security and Compliance policies will continue to apply. Remote work is not designed to be a substitute for dependent care. In the case that technical limitations should prevent an employee from successfully working remotely, the employee should return to campus.

The employee is responsible for determining 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.

Compensation

All Schoolcraft College pay policies will continue to apply, including time off requests, as well as obtaining supervisor approval prior to working unscheduled overtime hours. All Remote Work staff will be paid at their regular pay rate.

Remote Work 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 using Schoolcraft College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor.

Equipment

On a case-by-case basis, Schoolcraft College will determine the appropriate computer equipment needs for each Remote Work arrangement, subject to change at any time. Equipment supplied by Schoolcraft College will be maintained by the Information Technology department. Schoolcraft College accepts no responsibility for damage or repairs to employee-owned equipment. Employees will only be provided one workstation setup to be used either at the college or remotely, monitors will not be provided at home when laptops are provided.

The employee must complete and sign the Equipment/Inventory List for all Schoolcraft College property received and agree to take appropriate action to protect the items from damage and/or theft and returning all equipment promptly upon request. If Schoolcraft College equipment needs servicing, the employee must bring the equipment onto campus.

Schoolcraft College equipment is not to be used by anyone other than the employee and only for business-related work. Employees will not make any changes to security or administrative settings on Schoolcraft College equipment. All Schoolcraft College property must be returned within 24 hours of a resignation or termination. If items are not returned within 24 hours, further disciplinary and/or legal action may follow.

Should anomalous behavior of a remote employee's workstation be detected, Information Technology may terminate a remote connection and or render the college hardware unusable until the anomaly is rectified, to prevent the college data from being compromised.

Schoolcraft College will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary by the supervisor and based on the department budget. While reimbursement may be offered for business-related expenses that are reasonably incurred in carrying out the employee's job, this does not include additional costs associated with remote working, including internet and/or cell phone services.

Security

Consistent with Schoolcraft College's policy of Information Security (1090 and 1090.1) for employees working at the office, Remote Work employees will be expected to ensure the protection of proprietary college and employee/student information accessible from their remote workspace, following the Records Retention, Disposal, and Archive Policy. Steps include the use of locked file cabinets and desks, regular password maintenance, crosscut shredding of deprecated documents, and any other measures appropriate for the job and the environment. Employees are expected to secure all documents that contain student, employee or business information including those deemed as confidential or internal use only.

Safety

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Schoolcraft College will provide each Remote Work employee with a Safety Checklist that must be completed at least twice per year. Injuries sustained by the employee in a Remote Work location and in conjunction with his or her regular work duties are normally covered by the College's Workers' Compensation Policy.

In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible, as well as the Schoolcraft College Campus Police following the procedures outlined in Schoolcraft College's Workers' Compensation Policy and Emergency Procedures. Workers' Compensation does not apply to injuries to third parties or members of the employee's family on the employee's premises.

Liability

The employee will not attempt to hold the College responsible or liable for any loss or liability in any way connected to the employee's non-work related use of his/her own home. The employee is responsible for contacting their insurance agent and a tax consultant as well as consulting local ordinances for information regarding home workspaces.

Disclaimer

The employment terms set out in this procedure work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Schoolcraft College. Employees should consult the terms of their collective bargaining agreement. Wherever employment terms in this procedure differ from the terms expressed in the applicable collective bargaining agreement with Schoolcraft College, employees should refer to the specific terms of the collective bargaining agreement, which will control. This procedure is not intended to restrict communications or actions protected or required by state or federal law.

Schoolcraft College retains the right to modify the Remote Work procedure at any time, should there be a change in business needs.

Related Policies

1090/1090.1 Information Security Policy
1076 Records Retention, Disposal, and Archive Policy
Worker's Compensation Policy

Adopted—November 17, 2021
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