



## REMOTE WORK PROCEDURE

**Board Bylaw:**  
**Policy Number: 4.8001**  
**Subject Area: Personnel**  
**Adopted: 01/01/0001**  
**Revised: 05/13/2024**

### Overview

To be responsive to the needs of the current workforce and in anticipation of the future demands of providing an efficient and qualified workforce, Kaskaskia College will support remote work options in situations where it is reasonable and practical to do so in departments where the operations and functionality of the institution will not be adversely affected. Remote work may be required during times of crisis (natural or manmade) to continue regular College operations.

Kaskaskia College considers remote work a viable, flexible option when both the employee and the position are suited to such an arrangement. Remote work allows employees to work at home, on the road, or in a satellite location for all or part of the work week. Although not all jobs can be performed satisfactorily from other locations, Kaskaskia College recognizes that, in some cases, remote work arrangements can provide a mutually beneficial option for both the College and the employee. Remote work is not an entitlement, it is not a College-wide benefit, and it in no way changes the terms and conditions of employment with Kaskaskia College.

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

Any remote work arrangement agreed upon between the employee and Kaskaskia College administration will be reviewed and re-evaluated in a period no longer than six months and may be discontinued at will and at any time at the request of either the remote employee or the College. Every effort will be made to provide 30 days' notice of such a change to accommodate remote work, childcare, and other issues arising from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Informal remote work arrangements, such as working on the road during business travel, do not require the completion of Kaskaskia College's Remote Work Agreement. Formal telecommuting or remote work arrangements, which are long-term and/or reoccurring, require the completion of Kaskaskia College's Remote Work Agreement.

**Definition.** A Remote Work Arrangement allows an approved employee to performing assigned responsibilities in a non-campus, non-college affiliated environment, typically their place of residence. Working remotely is an alternative work arrangement in which part of or all of the weekly scheduled work is performed at an alternate work location. The arrangement permits employees to work outside the normal physical place of employment on an agreed-upon, predetermined work schedule. **Definition of Formal Remote Work:** Kaskaskia College defines formal remote work as allowing employees to work outside their normal physical place of employment on an agreed-upon, predefined, predictable work schedule.

**Definition of Informal Remote Work:** Informal remote work is defined as working from home for a short-term project or on the road during business travel. A short-term project is identified as a project that will take less than 40 business hours to complete.

### Eligibility

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

- The College has reviewed the employee's job description as being in a position where remote work is possible for the

completion of the job duties for the defined period of time.

- Job responsibilities: The employee and supervisor, and when needed, Human Resources, will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs: The employee, supervisor, and Information Technology (IT) will review the equipment needed, including appropriate internet, and phone connectivity.
- 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 the supervisor agree, all parties will prepare and sign a draft telecommuting remote work agreement, and a trial period will commence.

### **Procedures**

- An employee in good standing who desires a remote work arrangement submits the remote work agreement form if the remote work request is more than a week or a scheduled pattern of a day(s) that repeats weekly.
- The agreement form is submitted for approval.

### **Rules and Guidelines**

#### **Job Responsibilities:**

- Discuss the employee's job responsibilities and goals and determine if their position is appropriate for a remote work arrangement. Examples of jobs that may be suitable for remote work arrangements include those that have minimal face-to-face interaction, heavy data entry tasks, or specific objectives and performance standards that can be measured.

#### **Department and Employee Suitability:**

- Examine the needs of the department, including frequency of meetings, department goals and projects, other departments' schedules, and space constraints.
- Assess the performance of the employee to ensure that the employee is in good standing and determine if the employee's work habits display the traits customarily recognized as appropriate for success such as strong organization skills, effective communication skills, self-discipline, reliability, responsiveness, and the ability to work independently.
- The employee's direct supervisor is responsible for evaluating the work completed by the employee and to review progress with the employee. Kaskaskia College policies and procedures remain in effect, and all employees are expected to adhere to applicable work policies while working remotely.
- If an employee is approved to work remotely and has been doing so, the annual evaluation of the employee by the direct supervisor should indicate as such, as well as the employee's work in the remote setting should be designated as satisfactory or unsatisfactory.

#### **Schedule and Availability:**

- Discuss and agree upon the number of remote days allowed each week, the work hours and schedule that the employee will customarily maintain, and the manner and frequency of regular communication (i.e. via phone, video conferencing, in person, etc.) with the supervisor and others in the department.
- Remote employees must be as accessible as their onsite counterparts during their agreed-upon regular work schedule, regardless of work location, and have the ability to communicate in a professional and clear manner with limited interruptions.
- Remote employees may be required to work onsite for meetings, events, and other situations deemed necessary by their supervisors. Remote employees may be required, at any time, to commute to their onsite work location. This is considered commute time, and remote employees are not eligible to receive reimbursement for this travel.

#### **Equipment: Including working internet and phone**

On a case-by-case basis, Kaskaskia 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 work arrangement. Information Technology (IT) department will serve as resources in this matter. Equipment supplied by Kaskaskia College will be maintained by the College. Equipment supplied by the employee, if deemed appropriate by the College, will be maintained by the employee. Kaskaskia College accepts no responsibility for damage or repairs to employee-owned equipment. Kaskaskia College reserves the right to make determinations as to appropriate equipment subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The remote employee must sign an inventory of all Kaskaskia College property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all College property will be returned to the College, unless other arrangements have been made.

The employee will establish an appropriate work environment within their home for work purposes. Kaskaskia College will not be responsible for costs associated with setting up the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. An appropriate work environment includes the

background visible during the employees' work appearances. The same professional decorum expected at the institution is expected in the remote work environment.

### **Security**

Consistent with the organization's expectations of information security for employees working at the office, remote employees will be expected to ensure the protection of the College, and student information, and employee information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

### **Safety**

Employees are expected to maintain their home workspace safely, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with regular work duties are normally covered by the College's workers' compensation policy. Remote employees are responsible for notifying the employer of such injuries as soon as practical. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Remote work is not designed to replace appropriate child or pet care. Although an individual employee's schedule may be modified to accommodate these childcare needs, the arrangement must remain focused on job performance and meeting business demands. Prospective telecommuters and remote employees are encouraged to discuss expectations of remote work with family members prior to entering a trial period.

### **Time Worked**

Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Kaskaskia College's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the remote employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

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