



REMOTE WORK POLICY

Board Bylaw:

Policy Number: 4.8001

Subject Area: Personnel

Adopted: 08/24/2020

Revised: 06/24/2024

Kaskaskia College considers remote work to be 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 employees. Remote work is not an entitlement, it is not a College benefit, and it in no way changes the terms and conditions of employment with Kaskaskia College.

Definition. A Remote Work Agreement allows an approved employee to perform assigned responsibilities in a non-campus, non-college affiliated environment, typically their 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 an employee to work outside the normal physical place of employment on an agreed-upon, predetermined work schedule.

Definition of 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.

Remote work is a voluntary work alternative that may be viable and appropriate for some employees and some positions but not all employees or all positions. Whether or not this is a viable alternative will be left to the discretion of the employee's direct supervisor and Vice President.

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 remote work arrangements, which are long-term, short-term and/or reoccurring, require the completion of Kaskaskia College's Remote Work Agreement.

Approval History: 08/24/2020; 12/19/2022; 06/24/24