



REMOTE WORK POLICY

Policy Number: 4.8001
Subject Area: Personnel
Adopted: 08/24/2020
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Kaskaskia College considers telecommuting and remote work to be a viable, flexible option when both the employee and the position are suited to such an arrangement. Telecommuting 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, telecommuting arrangements can provide a mutually beneficial option for both the college and the employees. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the term and conditions of employment with Kaskaskia College.

Definition. A Telecommuting and Remote Work Arrangement allows an approved employee to be compensated for performing assigned responsibilities in a non-campus, non-College affiliated environment, typically their place of residence. Working remotely or telecommuting 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 to work outside of their normal physical place of employment on an agreed upon predetermined work schedule.

Definition of Formal Telecommuting and Remote Work: Kaskaskia College defines formal telecommuting and 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 Telecommuting and Remote Work: Informal telecommuting is defined as working from home for a short-term project or on the road during business travel. Work performed away from the main office setting must lend itself to effective performance away from the main office.

Telecommuting and remote work are voluntary work alternatives that may be viable and appropriate for some employees and some positions but not all employees or all jobs. Whether or not this is a viable alternative will be left to the discretion of the employee's direct supervisor and Vice President in conjunction with the Human Resources Department.

Informal telecommuting or remote work arrangements, such as working on the road during business travel, do not require the completion of Kaskaskia's College Telecommuting and Remote Work Agreement. Formal telecommuting or remote work arrangements, which are long-term, short term and/or reoccurring, require the completion of Kaskaskia's College Telecommuting and Remote Work Agreement or if in the response to a campus crisis, the Temporary Telecommuting and Remote Work Agreement.

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