



Remote Work Policy

Policy #: 4.022
Responsible VP: VP for Finance and Treasurer
Responsible Office: Human Resources
Approved By: President/President's Cabinet
Approved: 12/18/2020
Effective Date: MM/DD/YYYY
Status: APPROVED

1. Policy Summary

At times remote work may pose advantages for both the College and its employees, it is not an entitlement or College-wide benefit, it is typically a work arrangement in which eligible employees fulfill their job responsibilities at a site other than their onsite work location for an indefinite or finite period.

2. Policy Scope

This policy covers both temporary and permanent telecommuting and remote work arrangements.

3. Policy

Working remotely is an arrangement in which some or all of the work is performed from home or another off-site location. In general, regularly scheduled hours are worked and any schedule changes will require supervisor approval. When clearly outlined and executed, remote workplans can prove beneficial to employees and supervisors.

3.1 Conditions Necessary to Establish a Remote Work Arrangement

All of the following must be met:

- The employee has completed and submitted the online Remote Work Request form
- There is a mutual agreement between supervisor and employee and the vice president approves. The vice president may delegate the approval to the supervisor.
- Documentation defined below is developed with the involvement of the Office of Human Resources,
- All or significant components of the work can be done at home,
- Operational needs of the department are met

Either supervisor or the employee can initiate a request to establish a remote work situation. Both must then agree on the establishment of the remote work situation before it can proceed.

A remote work arrangement may be modified or revoked at any point by the supervisor or employee. In either case, the supervisor or employee must discuss the reasons for modification or revocation with the other party and provide reasonable notice (minimum of 2 weeks) before any changes go into effect.

3.2 Appropriateness of a Remote Work Arrangement

No college employee is entitled to or guaranteed the opportunity to remote work, and the option to work remotely may be modified or revoked at any point by the supervisor. Certain categories of positions by nature of their responsibilities are ineligible for remote work. Appropriate arrangements include:

- The College determines that the work to be performed is best conducted remotely on either a temporary or permanent basis.
- The employee is recovering from some medical condition but sufficiently recovered to perform the assignments in a work—at-home situation.
- The employee and supervisor mutually agree to situations where productivity would be enhanced.

3.3 Documentation Required

An explanation of how the supervisor will monitor for reasonable productivity should be prepared and submitted to Human Resources which must include:

- A brief description of the work to be accomplished at home.
- The dates for working at home and the daily work hours.
- A telephone number where the employee can be reached during the work schedule.

3.4 Technology Provisioning

- Upon Human Resources approval, Molloy IT will work with the supervisor and employee to determine the appropriate equipment needs for each remote work arrangement.
- Employees working from home may be provided with a desktop computer (including standard monitor, keyboard, and mouse) or a laptop computer only if available and necessary for the position.
- Additional technology equipment requests made by the employee and/or supervisor will be evaluated on a case-by-case basis and includes discussion of hardware, software, access rights and other related technology needs.
- Computer Equipment supplied by the College will be owned and maintained by the College and is to be used for college purposes only.

Molloy IT reserves the right to make determinations as to the appropriate equipment and is subject to change as necessary.

3.5 General Guidelines:

- The employee's conditions of employment remain the same as for non-remote employees. Employee salary, benefits, and employer-sponsored insurance coverage will not change as a result of a remote work arrangement.
- The employee shall adhere to all policies, rules, and regulations of the College while working remotely.
- Supervisors will clearly articulate procedures for check-in times and hours of availability
- The employee agrees not to conduct personal or non-Molloy business while in official duty status at the alternate workplace.

- The employee must complete assigned work according to established procedures and within reasonable and/or determined timeframes.
- Regular feedback and communication should occur with the employee during the work-at home arrangement.
- The employee will provide progress reports on a regular basis outlining work completed and work in progress.
- Hours worked and/or benefit usage is reported on the appropriate time sheets. Any hours worked in excess of the employee's regular schedule will require the advance approval of the supervisor.
- The security and confidentiality of College records must be maintained, sensitive data should not be placed on a personal computer or device, but instead should be accessed via secure remote access technology.
- All remote work is governed by the Computing Privileges and Information Technology Security Policies. In addition to the College's expectations of information security in these policies, remote work arrangements require the employee to care for and secure College owned equipment. All College owned equipment should be handled with care and kept away from potential damage.
- Remote-work employees may be required to sign a form acknowledging financial responsibility for College equipment damaged, stolen or destroyed while in their possession. Remote-work employees are required to immediately report any damage to College equipment to their immediate supervisor.
- Remote-work employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. If an injury occurs during teleworking work hours, then the employee shall immediately report the injury to the supervisor and human resources.

