



Category

**POLICY: 2-35 Remote Work**

Approval

LT Approved: 07/10/18
Effective Date: 07/01/18
Revised: 06/18/18
Responsible Party: Executive Director of Human Resources

**Policy Statement**

Remote work may be a viable alternative work arrangement in certain circumstances which, when properly implemented and administered, benefits both the College and the employee. The College defines remote work as "a work arrangement in which some or all of the regularly scheduled work is performed at an off-campus worksite such as the home".

**Remote Work in Response to a declared emergency Incident:**

The health and safety of our students, faculty and staff is our highest priority. WSU Tech will take all reasonable measures to ensure the safety of members of the college community during an emergency incident (such as a communicable disease in the workplace). These measures may include implementing infection controls designed to stop or slow the spread of communicable diseases.

Only the WSU Tech President can declare an emergency incident. In an emergency incident situation, all employees, with the exception of mission essential personnel, may be required to work remotely from home. Mission essential employees are those who hold jobs requiring them to be physically present in the workplace as determined by the division Vice President or Executive Director. These arrangements are expected to be short term and WSU Tech will monitor guidance from health officials.

Regular leave/PTO policies and procedures will be followed for employees who are unable to physically report to work as instructed or who are unable or unwilling to work remotely during a declared emergency incident.

**Voluntary Remote Work:**

Voluntary Remote Work is a work alternative (unless specifically stated as a condition of employment) that may be appropriate for some employees and some jobs, subject to approval by the President. It is not an entitlement; it is not a college-wide benefit; and it in no way changes the basic terms and conditions of employment with the College. Employees remain obligated to comply with all College rules, policies, practices and instructions. Failure to do so may result in the termination of the remote work agreement and/or disciplinary action, up to and including termination of employment.

The staff member is expected to make visits to the on-site workplace upon request to review work and progress with supervisors, or attend meetings.

If necessary and at a Supervisor's discretion, short-term, temporary remote work ( up to 2 weeks) may be approved without a formal accommodation plan being put in place. This type of work arrangement will only be approved if appropriate work is available and all or significant components of the job can be done remotely. Human Resources must be notified prior to this type of work arrangement being approved.

For consideration of a longer work-from-home arrangement, a completed and signed Work-at-Home Agreement must be submitted (with other requested documents) and approved by the employee's supervisor, V.P/Director, and Executive Director of Human Resources. Several examples of when remote work arrangements for longer periods of time will be considered are:

- The employee is recovering from a FMLA qualifying medical condition but sufficiently recovered to perform the assignments in a work-at-home situation. A doctor's release will be required before any work can be performed.
- To extend the bonding period between mother/father and a newborn child or a newly adopted child for up to 12 weeks (to run concurrently with FMLA entitlement).
- The employee is caring for a family member with a FMLA qualifying medical condition (child, spouse, domestic partner, or parent only).

### **Reporting of Hours Worked and Benefit Usage:**

Non-exempt employees performing work from home must accurately record time worked (clock in and out) using the WSU Tech electronic timesheet system. Hours over and above scheduled hours must have supervisor approval prior to performance of the work.

If the work schedule will be partial days, PTO/Sick Pay hours (if available) must be recorded on the timesheet to account for 8 hours per day. If no PTO/Sick pay is available, unpaid hours are to be recorded on the timesheet to account for 8 hours per day.

*\*\*For exempt status employees, WSU Tech will comply with Federal Wage & Hour regulations pertaining to proper/improper reduction of salary. Detailed instructions on recording work time will be given to you by Human Resources.*

Time off: The predetermined schedule as approved in the Work at Home Agreement is the expectation. If the employee needs time off, normal procedures are followed to make the request. PTO/Sick Pay will be appropriately charged in a similar manner to a non-work-at-home situation.

### **Standards for Home Office/Designated work areas:**

Worker's Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Worker's Compensation law. The employee must report any such work-related injuries to WSU Tech Human Resources by phone or email immediately or as soon as possible within 24 hours, and complete a written notice of accident (employee Accident Report). See WSU Tech policy #2-26 for specific instructions. WSU Tech is not responsible for injuries or property damage unrelated to such work activities that might occur in the remote work setting.

WSU Tech does not provide or pay for computer equipment, home internet service or phone service.

Maintenance and repair of employee-owned equipment is the responsibility of the employee. WSU Tech is not liable for such equipment even if the employee is engaged in college work at the time of malfunction.

The staff member has responsibility for maintaining the security and confidentiality of College files, data, and other information that are in the off-site work space.