

REMOTE WORK POLICY

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.8 Remote Work

III. Policy Statement

Grand Rapids Community College (GRCC) recognizes the importance of finding ways to respond to student and stakeholder needs, while taking into account input from College employees. Consequently, GRCC may permit departments to implement a plan whereby certain positions may be approved for remote work. These plans consider the benefits offered to students, customers and employees and are approved by the Executive Leadership Team (ELT).

This policy will provide guidelines for regular remote work agreements covering regularly scheduled remote work, as well as occasional remote work opportunities for those employees not eligible for a more regular remote work schedule.

The College recognizes that the majority of GRCC employees will work on campus to meet the needs of students, faculty, staff and the campus community. There may, however, be situations where it is advantageous and appropriate for an employee to work remotely. This Policy and its corresponding Policy Document (GRCC's Remote Work Practices and Procedures Document) addresses the process by which remote work may be approved first, at a departmental level, then by position and documented appropriately with Human Resources using the Remote Work Request & Agreement Form.

Immediate supervisors maintain the responsibility for approving occasional remote work for those positions or employees who are not eligible for regular remote work agreements.

Not all positions are eligible for regular remote work agreements. As stated herein, the propriety of regular remote work agreements for positions will be reviewed based upon the requirements set forth in this Policy, and in consideration of departmental needs; benefit to the College; and the employee's ability to maintain a high level of service. GRCC expects that implementation of regular remote work agreements will enhance the employee's

productivity, the quality of an employee's level of service, and the College's ability to serve the community.

A departmental plan to allow for remote work must be authorized in advance by an Executive Leadership Team (ELT) member.

This Policy shall not supersede any remote work provisions contained in current labor contracts.

IV. Reason for the Policy:

This policy has been created to provide structure and framework to allow for the consideration of both regular and occasional remote work opportunities for employees.

The policy will help provide consistency and equity as employee's remote work requests are evaluated by supervisors

V. Entities Affected by this Policy

All employees (excluding classroom faculty)

VI. Who Should Read this Policy

Employees

VII. Related Documents

Remote Work Request & Agreement Form
Remote Work Procedures and Practices Policy Document
FERPA Policy
FMLA Policy
Collective Bargaining Agreements
Professional, Management and Administration (PMA) Handbook

VIII. Contacts

Policy Owner: Executive Director of Human Resources

IX. Definitions

A. Remote work: The performance by an employee of job duties at an alternate location, such as a home office. Remote work uses technology to connect with the campus community. The College expects that remote work will be performed consistent with this Policy (and corresponding Policy Documents), unless authorized pursuant to another applicable

College policy or procedure (such as an approved accommodation under the Americans with Disabilities Act). The College also expects that remote work will be performed within the state of Michigan.

- B. Regular Remote Work Agreement: An arrangement permitting an employee to work remotely pursuant to a defined schedule and the requirements of this Policy and the corresponding Policy Document. Employees engaging in regular remote work via a remote work agreement must indicate remote work when applicable on their bi weekly timesheet.
- C. Occasional Remote Work: For purposes of this policy, occasional remote work is defined as a singular day or number of days where an employee may work remotely to accomplish a specific work task or meet a specific, one time need. Occasional remote work may be permitted for positions that are not eligible for a regular remote work schedule (as identified in the Remote Work Practices and Procedures Document). Occasional remote work must be scheduled in advance and approved by the employee's supervisor. Employees engaging in occasional remote work must indicate remote work on their bi-weekly timesheet. There are no specific restrictions on the number of occasional days available. Occasional remote work will be managed between the supervisor and the employee with accountability resting with the supervisor for tracking.

X. Procedures

A. Guidelines for Remote Work:

Remote work agreements will be authorized by the College pursuant to the guidelines and requirements set forth in this Policy and its corresponding Procedures Document. Prior to entering into a remote work agreement with an individual employee, a departmental remote work plan must be submitted to a Department's corresponding ELT member by the Department Leader. Remote work agreements will be considered following executive approval of a departmental remote work plan. Employees should note that not all departments may be able to permit remote work agreements and not all positions are suitable for remote work (for additional information, please refer to the Remote Work Practices and Procedures Document). Upon executive approval of a departmental remote work plan, authorized remote work for eligible employees shall be determined based upon collaboration between the supervisor and the appropriate ELT member

When an employee is not eligible for a regular remote work agreement or a supervisor is not able to grant such agreement due to departmental needs or scope of work employees may still have access to occasional remote work days.

Any employee working remotely, either with a Regular Remote Work

Agreement or occasional remote work days shall adhere to the following guidelines:

1. The employee demonstrates satisfactory performance and attendance;
2. The employee does not require close supervision;
3. The employee is able to work independently and successfully in a remote work environment;
4. The employee possesses and demonstrates appropriate communication skills;
5. The employee possesses and demonstrates a high degree of knowledge and skill relating to the performance of their essential job functions;
6. The employee must ensure the confidentiality and security of all GRCC data accessed from or transported to the remote work site;
7. The employee is able to appropriately manage remote work technology and has a designated space at a remote work location;
8. Work completed by the employee can be monitored with quantifiable tasks, quantity, and quality measures;
9. An excellent level of service (including customer and/or student service) can be maintained through remote work without causing a hardship for students, co-workers, or College or departmental operations.
10. The employee must be able to focus on completing their work responsibilities; care-giving or performing non-College related functions during work time while working remotely will not be permitted.
11. Remote work may not be used in place of sick leave, leave under the Family and Medical Leave Act, or other types of leave available to an employee.
12. Absent rare and extenuating circumstances, remote work shall not be permitted: (i) for the two (2) weeks preceding the start of fall semester and the first week of fall semester classes; and (ii) the week preceding the start of the winter semester and the first week of winter semester classes. All employees affected by this Policy are expected to be available on campus during these time periods in order to support students, faculty, staff and the campus community.

B. Process for initiating a remote work review:

1. A Department remote work plan must be submitted, and subsequently reviewed and approved by an ELT member prior to the consideration of any request for a remote work agreement.
2. Not all positions are suitable for remote work agreements. Eligibility shall be determined based upon a collaboration between a position's supervisor and the applicable ELT member. Determinations will include a review of the position's job description.
3. For employees in positions eligible for a remote work agreement, the employee will meet with the supervisor to discuss their eligibility, based on the above-stated guidelines and the Remote Work Practices and Procedures Policy Document.

4. Human Resources is available to assist Departments and employees with questions or concerns including relating to work-related injuries at the remote work site. Employees should understand that any work-related injury occurring at a remote work site may necessitate an inspection of the alternative work site designated in the employee's remote work agreement.
 5. Individual remote work agreements must be reviewed and approved by the employee's supervisor and applicable ELT member.
- C. Remote work agreements are discretionary. Remote work agreements shall be based upon the operational needs of the department and must have the prior approval of the ELT member to help ensure consistency and equity across divisions.
- D. The Remote Work Request & Agreement Form must be used. Before an employee begins a remote work schedule, a Remote Work Request & Agreement Form must be completed and filed with Human Resources.
- E. Remote Work Agreements must be reviewed on an annual basis. Supervisors must review remote work agreements at the end of each fiscal year during the performance evaluation process. Supervisors are responsible for maintaining information regarding agreements for their Department. ELT members may request information from supervisors regarding remote work.
- F. Remote work agreements may be modified or terminated for any reason. Modification or termination may occur, as needed, to ensure that the arrangement does not negatively impact employee or departmental work quantity, quality, or productivity. Neither this nor any College Policy permits an employee to appeal the denial, modification or nature of any remote work agreement.
- G. All remote work must conform to Fair Labor Standards Act (FLSA) and other relevant laws. Compliance with the FLSA and other applicable laws shall include, without limitation, any statutory or regulatory provisions related to overtime, record keeping, and meal breaks. Lunches and/or scheduled break periods shall not be eliminated when an employee works remotely.
- H. Accommodations and Family Medical Leave. Nothing in this Policy shall preclude an employee from seeking any reasonable accommodation pursuant to the Americans with Disabilities Act (ADA) or leave under the Family and Medical Leave Act (FMLA). Any employee requiring an accommodation should contact the College's ADA Coordinator (Labor and Equal Opportunity Generalist). Any employee requiring leave under the FMLA should contact Human Resources (Leave and Compliance Specialist).

XI. Forms

[Remote Work Request & Agreement Form](#)

XII. Effective Date

September 4, 2023

XIII. Policy History

May, 2021 - new policy created

September, 2023 - policy revised to create new pilot remote work program

August, 2024

XIV. Next Review/Revision Date

June, 2025